
ILLINOIS REGISTER

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

names of candidates from original entry registers and from promotional registers for the reasons set forth in this subsection (h). Names of candidates may be removed from reemployment registers for the reasons set forth in subsections (h)(1) through (7). The reasons include, but are not limited to, the following:

- 1) Failure of a candidate to report for work without good cause within the time prescribed by the employer, after accepting a status or a temporary appointment.
- 2) Leaving the service of any employer served by the University System by an employee with a status appointment.
- 3) Failure to reply to the employer within seven calendar days immediately following an offer of a status or a temporary appointment by an employer.
- 4) Notice by postal authorities of their inability to locate the candidate at his/her last known address, or verbal notice from the owner or occupant of the premises that the candidate is no longer at his/her last known address and that no forwarding address has been provided.
- 5) Failure of a candidate, upon request, to furnish written evidence of availability for employment.
- 6) Failure, without reasonable cause, to reply to the employer or appear for an interview within a reasonable time prescribed by the employer, when the employer has mailed either a notice of a vacancy in a status or temporary position or a letter of interest to the candidate's last known address.
- 7) Upon the candidate's acceptance of a promotion.
- 8) Failure of a candidate to be selected for employment after four referrals for a status appointment in the same class.
- 9) When candidates' names have remained on original entry registers for two consecutive years following date of most recent examination, or following date of original entry restoration on the basis of service or seniority in accordance with subsection (j)(3), (4), or (5).
- 10) In classifications identified by the Executive Director and approved by the

ILLINOIS REGISTER

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

Merit Board, upon the expiration of the designated timeframe specified in a formal position vacancy posting. Classifications to be included under this provision shall be determined by, but not limited to, an evaluation of the following factors: occupation area, employment and turnover rates, pre-employment screening protocols utilized, operational needs and trends, and/or other special circumstances and justification.

- i) Notification of Candidates of Removal of Names from Registers. Candidates whose names are removed from reemployment registers, promotional registers, and/or original entry registers in accordance with subsections (g) and (h) shall be notified in writing by the employer and provided the reason for the removal.
- j) Restoration of Names to Registers. The employer may return to an appropriate register:
 - 1) Within one year after the date of removal, any name removed from a register for the reasons set forth in subsections (g)(3) or (4), or in subsection (h).
 - 2) Any name to a reemployment register as provided for in Section 250.110(b)(3)(G)(i).
 - 3) Any name of an employee to an original entry register or to a promotional register who has qualified by examination and who has been laid off during his/her probationary period, in the order of length of service in the class determined in accordance with Section 250.90(b)(4) and (5).
 - 4) The name of a current employee who has been previously employed in a class for which restoral is being requested by service and/or seniority in that former class.
 - 5) The name of a former status employee who resigned or otherwise has been separated from employment in good standing and who, within one year after resignation or separation from employment, requests restoration to a register shall, upon approval of the employer, be restored on the original entry register in accordance with seniority earned as of the date of resignation or separation as determined in accordance with Sections 250.90(b)(5) and 250.120(e). The former employee may be required to pass physical tests or other tests required by this Part to determine fitness at the time of restoral. Seniority earned prior to resignation shall be

ILLINOIS REGISTER

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

satisfactory completion of an apprenticeship, seniority in the promotional line shall be counted from the date that the employee acquires journeyman status.

d) ~~Intern~~~~Trainee~~ Appointments

- 1) With the approval of the Executive Director, an employer may appoint ~~an interna-trainee~~ to any position, provided all of the following criteria have been met:
 - A) no qualified candidates are available from a reemployment register or promotional register for the class;
 - B) a predetermined and scheduled program of development, training or experience has been established and approved for the candidate;
 - C) a compensation program has been developed that provides for progressively increasing salary levels payable upon completion of defined phases of training. The ~~intern's trainee's~~ starting salary shall not be more than 95% of the minimum of the approved pay range for the class. The ~~intern's trainee's~~ salary, after increases have been awarded, shall not exceed 95% of the midrange of the approved pay range for the class; and
 - D) the employer can verify that one of the following factors exists:
 - i) the candidate lacks one or more of the minimum qualifications for the class;
 - ii) recruitment efforts have failed to attract qualified candidates;
 - iii) operating needs warrant ongoing training programs to supplement staffing recruitment efforts;
 - iv) there is a recognized need for specialized training programs in technical or professional fields.
- 2) If, in the opinion of the employer, the ~~intern trainee~~ completes the prescribed ~~training training program~~ in accordance with the standards

ILLINOIS REGISTER

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

established by that [intern](#) program, he/she shall be certified to a position of the class for which he/she completed his/her [interntraining](#) program.

- 3) Following successful completion of [an interna-training](#) program and probationary period, seniority in the promotional line, or in the class, shall be counted from the date that the employee satisfactorily completes the [interntraining](#) program.
- 4) If a class has fewer than 10 positions, an employer may have one [interntrainee](#) appointment in the class. If a class contains 10 or more positions, not more than 10% of the total positions in the class may be filled by [interntrainee](#) appointments on any day of operation.

e) Student Appointments

- 1) Each employer shall determine which positions shall be designated as student positions, and when so designated, they shall be filled according to this Part and such other regulations as are established by the employer pursuant to this Part, subject to the approval of the Executive Director.
- 2) A student employee shall not displace a certified Civil Service employee.
- 3) A student, for purposes of this Part, shall be one who is registered for course work at an institution served by the University System for at least one-half of the normal workload of a regularly enrolled full-time student, as such workload is determined by the employer. Lacking such enrollment during a summer session, or summer quarter, an applicant may be considered a student for the purposes of this Part if he/she was enrolled as a student during the quarter or semester immediately preceding the summer session, or if he/she indicates an intention to be so registered during the quarter or semester immediately following the summer employment. In any case, the possession of a properly authenticated student identification card shall be deemed as providing satisfactory evidence of student status. The Executive Director may approve exceptions to this subsection (e)(3) when sufficient cause is evidenced; such as, but not limited to, graduating seniors, financial hardship cases, personal or physical problems, etc.
- 4) A uniform classification plan for student employees, which shall provide groups of positions sufficiently similar in duties, responsibilities and

ILLINOIS REGISTER

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

- 8) The employer shall quarterly review its use of Extra Help appointments to ensure compliance with this Section.
- 9) Compensation of Extra Help employees shall be within the limits established for comparable service in status employment.

(Source: Amended at 36 Ill. Reg. _____, effective _____)

Section 250.90 Probationary Period

- a) Purpose of Probationary Period. The probationary period is an integral part of the examination process, and shall be utilized by the employer for close observation and evaluation of the employee's work, for obtaining the most effective adjustment of a new employee to his/her position, and to determine whether an employee demonstrates the ability and qualifications necessary to furnish satisfactory service. Periodically, throughout the probationary period, the employer should discuss with the employee his/her progress on the job. An employee who is dismissed during a probationary period shall be given the reasons for his/her dismissal, with the understanding that the reason is not reviewable.
- b) Duration of Probationary Period
 - 1) Candidates employed from the reemployment register shall not be required to serve a new probationary period.
 - 2) An employee who has accepted a status appointment shall be on probation for no less than six months and no longer than 12 months. The probationary period shall be extended by a comparable amount of time for the following personnel actions: a paid or unpaid leave of absence that exceeds more than five consecutive work days; a layoff of any duration; a suspension of any duration; or a designated off-site formalized training session, provided the Executive Director has approved the off-site training for that extension. If the probationary period is interrupted by a paid or unpaid leave of absence that exceeds more than five consecutive work days, a layoff, or a suspension, a comparable amount of time shall be added to the probationary period. The probationary period shall begin on the date of assignment to duty and shall expire at the close of business on the last working day that completes the probationary period for the class, regardless of percentage of time of employment during the probationary

ILLINOIS REGISTER

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

period. If the employee is not dismissed during the probationary period, the employee shall become a status employee at its conclusion.

- 3) An employee reinstated to a register in accordance with Section 250.60(j)(4) who is subsequently appointed to a position of his/her former class shall complete his/her probationary period in the former class, if he/she has not already done so.
- 4) An employee who goes on layoff status during the probationary period may, upon written request of the employer, be reinstated by the Executive Director on either the original entry register or promotional register, as appropriate, in accordance with total service earned as of the date of the layoff and may be appointed thereafter to the same or similar position. The reinstated employee shall complete the probationary period for the class in which eligibility has been established, although his/her service may be interrupted by one or more layoffs.
- 5) Service in a higher class shall count toward completion of the probationary period in a lower class in the same promotional line. Service in a lower class shall not be counted toward completion of probationary period in a higher class of the same promotional line.
- 6) A provisional employee shall begin a probationary period on the date of entrance into a status appointment for which the employee is eligible.

(Source: Amended at 36 Ill. Reg. _____, effective _____)

Section 250.110 Separations and Demotions

- a) **Resignation.** An employee having a nonstatus or status appointment, as described in Sections 250.70 and 250.80, may resign by presenting a signed resignation to his/her employer or by demonstrating to the employer by other means his/her intent to separate from employment. Upon receipt of a signed resignation or other evidence of intent to separate from employment, the employee will be separated from employment. The Executive Director shall be notified promptly by the employer of all resignations.
- b) **Leave of Absence**
 - 1) **Leave of Absence for Classification Changes.** A status employee who

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

accepts a position that represents a promotion in a class outside his/her promotional line shall be granted a leave of absence from a position of his/her former class for the duration of any intern appointment~~trainee~~, provisional appointment, and/or probationary period in the new class.

- 2) Leave of Absence for Disciplinary Actions. An employee placed on a Disciplinary Suspension or on a Suspension Pending Discharge shall be placed on a leave of absence from his/her position.
- 3) Leave of Absence for Disability Leave
 - A) If an employee is no longer able to perform the duties and responsibilities of his/her position in the class due to a disability as determined by the employer's medical and/or psychological evaluation procedures, and/or in accordance with State and federal law, the employee will be required to take disability leave in accordance with subsection (b)(3)(B).
 - B) A status employee who becomes eligible for disability benefits to be paid by the employer or, as later determined, by the Illinois State retirement system to which the employee contributed, or becomes eligible for payment benefits as defined by the Workers' Compensation Act [820 ILCS 305], the Illinois Occupational Diseases Act [820 ILCS 310], or a State self-insurance program, shall be granted a disability leave. The disability leave shall be the period for which the employee applies for such benefits, until the time of the expiration of the benefits or a final administrative decision denying or terminating the benefits, including any gap in benefit payments between the expiration of institutional benefits and those available under the approving authority.
 - C) The employer may require an employee to take a medical and/or psychological examination prior to returning to work after a disability leave. The examination shall be conducted by a licensed practitioner selected by the employer to determine the physical and/or mental capability to perform the essential duties of the employee's position. The employer may supply the examining practitioner with facts relating to the employee's difficulty or inability to perform the essential functions of the job and may supply additional information, including but not limited to physical

ILLINOIS REGISTER

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

determination of just cause is the sole province of the Merit Board;
and

- I) Enter any order that further carries out the purpose of this Section.
- 16) Final Decision of the Merit Board. In the course of reaching its decision, the Merit Board may request the Executive Director to make recommendations that he/she deems appropriate with respect to the discharge proceedings. Nothing in subsections (f)(16)(A) and (B) is intended to eliminate or limit the Merit Board's discretion to determine the appropriate disposition on a case-by-case basis. The Merit Board shall enter findings of fact and shall order the following decision and order or any other decision and order it deems appropriate:
- A) Discharge, if just cause is found to exist. No employee shall be discharged except for just cause. Just cause is defined as some substantial shortcoming that renders the employee's continuance in his/her position in some way detrimental to the discipline and efficiency of the service and that the law and sound public opinion recognize as good cause for the employee no longer holding the position; or
- B) Reinstatement, if just cause for discharge is found not to exist. An employee shall be reinstated as follows:
- i) Reinstatement with no loss of compensation when none of the significant charges are proven.
- ii) Reinstatement with a 60-day suspension when the proven charges do not rise to the level of just cause for discharge, but some disciplinary action is justified based on the severity of the proven charges. If the Merit Board orders reinstatement with a 60-day suspension, any time served while on suspension pending discharge will be applied towards the fulfillment of the 60-day suspension.
- 17) Final Decision and Order of the Merit Board. The Secretary for the Merit Board shall immediately forward copies of all Merit Board orders to the employer and the employee by certified mail or by overnight delivery that requires signature upon receipt. ~~Request for a rehearing, or for a reconsideration of a Merit Board order or decision, shall not extend any~~

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF ADOPTED AMENDMENTS

~~appeal period for administrative review, except by express order of the Merit Board or its Chair.~~

- 18) Administrative Review. All final decisions of the Merit Board shall be subject to appeal by the parties to the proceedings under the Administrative Review Law [735 ILCS 5/Art. III]. A complaint for administrative review must be filed and summons issued within 35 days after the date that a copy of the final Merit Board decision has been served upon the party affected. A final decision of the Merit Board shall be deemed served either when personally delivered or when deposited in the United States mail in a sealed envelope or package, with postage paid, addressed to the party affected by the decision at his/her last known residence or place of business.
- 19) Time Period Proceedings
 - A) On the motion of either party with notice to the other party, or by independent action of the Chair of the Merit Board or the Executive Director communicated to both parties, any time period set forth in this subsection (f) may be extended by the Chair of the Merit Board or by the Executive Director for good cause shown.
 - B) No extension may be beyond a period established by statute, except for cases in which a written motion for continuance of a scheduled hearing is filed with the Secretary for the Merit Board at least 48 hours prior to the time scheduled for hearing, unless an exception is granted by the Executive Director. The moving party must set forth emergency grounds for a continuance, which are limited to unforeseen, unavoidable or uncontrollable circumstances, such as an Act of God; the sudden illness or death of the movant, a member of his or her immediate family, or his/her legal counsel; or if the movant is able to demonstrate some other real and compelling need for additional time. If there is an arrest or criminal indictment of any employee that resulted from an employee's conduct in the course of employment duties, the Executive Director, at the request of the employee, may grant a continuance of hearing pending some resolution of the criminal charges. Requests for continuances must be preceded by contacting the opposing party and asking for agreement to the continuance.

2012

ILLINOIS

REGISTER

Rules of
Governmental Agencies



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TABLE OF CONTENTS

March 9, 2012 Volume 36, Issue 10

PROPOSED RULES

CENTRAL MANAGEMENT SERVICES, DEPARTMENT OF

Pay Plan

80 Ill. Adm. Code 310.....3312

CHIEF PROCUREMENT OFFICER FOR PUBLIC INSTITUTIONS

HIGHER EDUCATION

Chief Procurement Officer for Public Institutions of Higher Education

Standard Procurement

44 Ill. Adm. Code 4.....3373

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

Licensing Enforcement

89 Ill. Adm. Code 383.....3579

FINANCIAL AND PROFESSIONAL REGULATION, DEPARTMENT OF

Currency Exchange Act

38 Ill. Adm. Code 120.....3591

Payday Loan Reform Act

38 Ill. Adm. Code 210.....3605

Corporate Fiduciary Receivership Account

38 Ill. Adm. Code 398.....3612

NATURAL RESOURCES, DEPARTMENT OF

Illinois Youth Recreation Corps Grant Program

17 Ill. Adm. Code 3075.....3618

SECRETARY OF STATE

Department of Personnel

80 Ill. Adm. Code 420.....3625

Cancellation, Revocation or Suspension of Licenses or Permits

92 Ill. Adm. Code 1040.....3661

STATE BOARD OF EDUCATION

Contested Cases and Other Formal Hearings (Repealer)

23 Ill. Adm. Code 475.....3782

Contested Cases and Other Formal Hearings

23 Ill. Adm. Code 475.....3803

Appeal Proceedings before the State Teacher Certification Board

(Repealer)

23 Ill. Adm. Code 485.....3831

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

State Universities Civil Service System

80 Ill. Adm. Code 250.....3840

ADOPTED RULES

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

Administration of Psychotropic Medications to Children for Whom the Department of

Children and Family Services is Legally Responsible	
89 Ill. Adm. Code 325.....	3846
COMMERCE COMMISSION, ILLINOIS	
Money Pool Agreements	
83 Ill. Adm. Code 340.....	3884
Provision of Advanced Telecommunications Services	
83 Ill. Adm. Code 733.....	3891
FINANCIAL AND PROFESSIONAL REGULATION, DEPARTMENT OF	
Genetic Counselor Licensing Act	
68 Ill. Adm. Code 1251.....	3895
NATURAL RESOURCES, DEPARTMENT OF	
Illinois Resident Armed Forces Fee Exemptions and Illinois Resident	
Veteran Fee Reductions	
17 Ill. Adm. Code 2510.....	3902
PUBLIC HEALTH, DEPARTMENT OF	
AIDS Drug Assistance Program	
77 Ill. Adm. Code 692.....	3909
SECRETARY OF STATE	
Issuance of Licenses	
92 Ill. Adm. Code 1030.....	3924
Uniform Commercial Code	
14 Ill. Adm. Code 180.....	3931
STATE UNIVERSITIES RETIREMENT SYSTEM	
Universities Retirement	
80 Ill. Adm. Code 1600.....	3938
PEREMPTORY RULES	
CENTRAL MANAGEMENT SERVICES, DEPARTMENT OF	
Pay Plan	
80 Ill. Adm. Code 310.....	3957
NOTICE OF AGENCY RESPONSE TO THE RECOMMENDATION OF THE	
JOINT COMMITTEE ON ADMINISTRATIVE RULES	
PUBLIC HEALTH, DEPARTMENT OF	
AIDS Drug Assistance Program	
77 Ill. Adm. Code 692.....	3975
STATE POLICE, DEPARTMENT OF	
Electronic Transmission of Fingerprints	
20 Ill. Adm. Code 1265.....	3976
OTHER INFORMATION REQUIRED BY LAW TO BE PUBLISHED IN THE ILLINOIS	
REGISTER	
ENVIRONMENTAL PROTECTION AGENCY, ILLINOIS	
Notice of Public Information.....	3977
SECOND NOTICES RECEIVED	
JOINT COMMITTEE ON ADMINISTRATIVE RULES	
Second Notices Received.....	3989

INTRODUCTION

The Illinois Register is the official state document for publishing public notice of rulemaking activity initiated by State governmental agencies. The table of contents is arranged categorically by rulemaking activity and alphabetically by agency within each category.

Rulemaking activity consists of proposed or adopted new rules; amendments to or repealers of existing rules; and rules promulgated by emergency or preemptory action. Executive Orders and Proclamations issued by the Governor; notices of public information required by State Statute; and activities (meeting agendas; Statements of Objection or Recommendation, etc.) of the Joint Committee on Administrative Rules (JCAR), a legislative oversight committee which monitors the rulemaking activities of State Agencies; is also published in the Register.

The Register is a weekly update of the Illinois Administrative Code (a compilation of the rules adopted by State agencies). The most recent edition of the Code, along with the Register, comprise the most current accounting of State agencies' rulemakings.

The Illinois Register is the property of the State of Illinois, granted by the authority of the Illinois Administrative Procedure Act [5 ILCS 100/1-1, et seq.].

ILLINOIS REGISTER PUBLICATION SCHEDULE FOR 2012

<u>Issue #</u>	<u>Rules Due Date</u>	<u>Date of Issue</u>
1	December 27, 2011	January 6, 2012
2	January 3, 2012	January 13, 2012
3	January 9, 2012	January 20, 2012
4	January 17, 2012	January 27, 2012
5	January 23, 2012	February 3, 2012
6	January 30, 2012	February 10, 2012
7	February 6, 2012	February 17, 2012
8	February 14, 2012	February 24, 2012
9	February 21, 2012	March 2, 2012
10	February 27, 2012	March 9, 2012
11	March 5, 2012	March 16, 2012
12	March 12, 2012	March 23, 2012
13	March 19, 2012	March 30, 2012
14	March 26, 2012	April 6, 2012
15	April 2, 2012	April 13, 2012
16	April 9, 2012	April 20, 2012
17	April 16, 2012	April 27, 2012
18	April 23, 2012	May 4, 2012
19	April 30, 2012	May 11, 2012
20	May 7, 2012	May 18, 2012
21	May 14, 2012	May 25, 2012
22	May 21, 2012	June 1, 2012
23	May 29, 2012	June 8, 2012

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF PROPOSED AMENDMENT

- 1) Heading of the Part: State Universities Civil Service System
- 2) Code Citation: 80 Ill. Adm. Code 250
- 3) Section Number: 250.30 Proposed Action: Amendment
- 4) Statutory Authority: 110 ILCS 70
- 5) A Complete Description of the Subjects and Issues Involved: This proposed rulemaking will amend Section 250.30 by adding a new subsection (b) regarding Exemptions. Section 70/36e(3) of the State Universities Civil Service Act [110 ICLS 70/36e(3)] indicates that other principal administrative employees of each institution and agency may be exempt from civil service regulations as determined by the University Civil Service Merit Board. The new subsection (b) explicitly states who has authority to exempt positions from statutory jurisdiction. Each exemption under Section 70/36e(3) of the Act shall be reviewed and approved by the board of the agency, or as designated by the board to the Executive Director of the agency. The proposed rulemaking also makes minor, non-substantive, grammatical edits to existing subsections.
- 6) Published studies or reports, and sources of underlying data used to compose this rulemaking: None
- 7) Will this rulemaking replace any emergency rulemaking currently in effect? No
- 8) Does this rulemaking contain an automatic repeal date? No
- 9) Does this rulemaking contain incorporations by reference? No
- 10) Are there any other proposed rulemakings pending on this Part? Yes

<u>Section Numbers:</u>	<u>Proposed Action:</u>	<u>Illinois Register Citation:</u>
250.60	Amendment	35 Ill. Reg. 17415; October 28, 2011
250.70	Amendment	35 Ill. Reg. 17415; October 28, 2011
250.90	Amendment	35 Ill. Reg. 17415; October 28, 2011
250.110	Amendment	35 Ill. Reg. 17415; October 28, 2011
- 11) Statement of Statewide Policy Objectives: This proposed amendment will not create or enlarge a State mandate.

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF PROPOSED AMENDMENT

- 12) Time, Place, and Manner in which interested persons may comment on this proposed rulemaking: Any interested parties may submit written comments on this proposed amendment within 45 days after the date of publication to:

Abby K. Daniels
Manager, Legal Services and Legal Counsel
State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, IL 61802

Phone: 217/278-3150, ext. 226

Email: abbyd@succs.state.il.us

- 13) Initial Regulatory Flexibility Analysis:

- A) Types of small businesses, small municipalities and not for profit corporations affected: None
- B) Reporting, bookkeeping or other procedures required for compliance: None
- C) Types of professional skills necessary for compliance: None

- 14) Regulatory Agenda on which this rulemaking was summarized: The agency did not anticipate this rulemaking.

The full text of the Proposed Amendment begins on the next page:

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF PROPOSED AMENDMENT

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE A: MERIT EMPLOYMENT SYSTEMS
CHAPTER VI: STATE UNIVERSITIES CIVIL SERVICE SYSTEMPART 250
STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Section	
250.5	Definitions
250.10	Purpose, Adoption, and Amendment of Rules
250.20	The State Universities Civil Service System and its Divisions
250.30	The Classification Plan
250.40	Military Service Preference, Veterans Preference
250.50	Examinations
250.60	Eligible Registers
250.70	Nonstatus Appointments
250.80	Status Appointments
250.90	Probationary Period
250.100	Reassignments and Transfers
250.110	Separations and Demotions
250.120	Seniority
250.130	Review Procedures
250.140	Delegation of Authority and Responsibilities
250.150	Training
250.160	Suspension of Rules

AUTHORITY: Implementing and authorized by the State Universities Civil Service Act [110 ILCS 70].

SOURCE: Rules: State Universities Civil Service System, approved January 16, 1952, effective January 1, 1952; amended at 3 Ill. Reg. 13, p. 68, effective April 1, 1979; amended at 4 Ill. Reg. 10, p. 262, effective February 25, 1980; amended at 6 Ill. Reg. 2620, effective February 22, 1982; amended at 6 Ill. Reg. 7236, effective June 3, 1982; amended at 8 Ill. Reg. 4948 and 4950, effective March 29, 1984; codified at 8 Ill. Reg. 12936; amended at 8 Ill. Reg. 24732, effective December 6, 1984; amended at 9 Ill. Reg. 17422, effective October 23, 1985; amended at 11 Ill. Reg. 8942, effective May 8, 1987; amended at 12 Ill. Reg. 3457, effective February 1, 1988; amended at 12 Ill. Reg. 17079, effective October 7, 1988; amended at 13 Ill. Reg. 7324, effective May 1, 1989; amended at 13 Ill. Reg. 19427, effective February 6, 1990; amended at 18 Ill. Reg. 1901, effective January 21, 1994; amended at 20 Ill. Reg. 4440, effective February 29, 1996;

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF PROPOSED AMENDMENT

amended at 30 Ill. Reg. 17384, effective October 23, 2006; amended at 31 Ill. Reg. 15848, effective November 13, 2007; amended at 32 Ill. Reg. 17268, effective October 16, 2008; amended at 33 Ill. Reg. 11644, effective July 22, 2009; amended at 36 Ill. Reg. _____, effective _____.

Section 250.30 The Classification Plan

- a) Coverage. The classification plan shall include all classes, as approved, and from time to time amended, by the Merit Board, except those exempted by Section 36e of the ~~Act~~ Statute. ~~Exemptions under Section 36e(3) of the Statute shall be by position. When approved by the Merit Board, a position shall remain exempt until such exemption is terminated by the Merit Board. The Director shall publish guidelines for such exemptions, as approved by the Merit Board.~~ This classification plan shall apply to all positions subject to Section 250.20(a).
- b) Exemptions
 - 1) The Executive Director shall publish guidelines, as approved by the Merit Board, for exemptions identified in Section 36e of the Act.
 - 2) Each position proposed to be exempt under Section 36e(3) of the Act shall be reviewed and approved by the Merit Board or, as designated by the Merit Board, by the Executive Director. Exemption authority in this respect lies solely with the Merit Board or, as designated by the Merit Board, with the Executive Director. When approved by the Merit Board, a position exempt under Section 36e(3) of the Act shall remain exempt until the exemption is terminated by the Merit Board.
- c) Class Specifications:
 - 1) The University System shall maintain written specifications, as approved by the Merit Board, for each class in the classification plan. ~~The~~ Such specifications shall include the class title, function of position, characteristic duties and responsibilities, minimum acceptable qualifications, including any special licenses or certificates required by ~~State~~ state or federal laws, and additional desirable qualifications.
 - 2) The employer shall post notice of the addition of a new class or of the reactivation of a former class, together with a copy of the class

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF PROPOSED AMENDMENT

specification, at each appropriate place of employment for a period of at least ~~10~~^{ten} calendar days prior to the date a position of the new, or of the reactivated, class is filled; except that, for status employees affected by reclassification or reallocation of their positions, as provided in subsections Section 250.30(f)(g)(1) and 250.30(f)(g)(2), this Section does not apply. The notice of the addition of a new class or of the reactivation of a former class, as provided for in this Section, shall be posted in all public places allocated for Civil Service employment information.

- de) Use of Class Titles. The title of each class shall be the official title of every position allocated to the class for all purposes having to do with the position. This title shall be used on all personnel records and transactions. A functional title may also be given to a position by the employer, but ~~that such~~ functional title cannot be a title approved by the Merit Board as a Civil Service class title.
- ed) Allocation of New Positions. When a new position is established, the employer shall recommend in writing to the Executive Director its allocation to an appropriate class, and the Executive Director shall act upon ~~the such~~ recommendation.
- fe) Reallocation or Reclassification of Existing Positions:

 - 1) A request to reallocate or reclassify any existing position may originate with the employee and/or the employer. When material changes occur in the duties and responsibilities of a position, the employer shall recommend to the Executive Director in writing the reallocation or reclassification of the position to its appropriate class, and the Executive Director shall review the request, shall act upon it, and shall notify the employer of his/her action.
 - 2) A position may be abolished, the class of a position may be changed, or a new class specification may be prepared, provided that no such change shall be made for the purpose of separating an employee from employment in a position in his/her class.
 - 3) In order to maintain a sound classification program, the employers, working with the staff of the University System office, shall carry on continuous classification studies.

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF PROPOSED AMENDMENT

gf) Status of an Employee Whose Position is Reallocated or Reclassified:

- 1) An employee, whose position is reallocated or reclassified, shall be eligible for continued employment in the position ~~that~~^{which} is reallocated or reclassified, provided ~~the employee~~^{he} establishes eligibility for ~~the~~^{such} a new class. ~~The employee~~^{He} may establish eligibility by meeting the minimum qualifications for the new class to which the position has been reallocated or reclassified, and by passing an examination for the new class. ~~The employee~~^{He} must complete a probationary period in the position in the new class.
- 2) A status employee in a position ~~that~~^{which} is reallocated or reclassified, who chooses not to qualify for, or who fails to gain eligibility for, the new class, shall have his/~~her~~^{her} name placed by the employer on the reemployment register for the former class in accordance with Section 250.60(b)(1).
- 3) An employee, serving a probationary period in a position ~~that~~^{which} is reallocated or reclassified, who fails to gain eligibility for the new class, and for whom no vacant position exists in the class from which his/~~her~~^{her} position has been reallocated or reclassified, shall have his/~~her~~^{her} name placed by the employer on the register from which he/~~she~~^{she} was certified to a position in the former class in accordance with Section 250.60(b)(3)~~(2)~~ or ~~Section 250.60(b)(4)(3)~~. If ~~the employee~~^{he} has completed a probationary period in a position in a lower class in the same promotional line as that of his/~~her~~^{her} former position, ~~the employee's~~^{his} name shall be placed by the employer on the reemployment register of the lower class in accordance with Section 250.60(b)(1) and (b)(2).

(Source: Amended at 36 Ill. Reg. _____, effective _____)

Application for Demonstration Project or Pilot/Study Program

Please complete this form, answering all questions. If additional space is required, please submit on a separate sheet of paper. Only one project or program request per application.

Send completed application to the Executive Director of the State Universities Civil Service system, 1717 Philo Road, Suite 24, Urbana, Illinois 61802. All applications must be submitted within at least 60 days of a Merit Board meeting in order for it to be considered at that Merit Board meeting. Merit Board meeting dates can be found at our website at www.sucss.state.il.us. For additional information please see section 250.140(e) of the Illinois Administrative Code (Ill. Adm. Code §250.140(e)).

Project/Program Applicant

Date: **March 30, 2012**

Agency/University: **University of Illinois**

Name of Person Requesting Project or Program: **Maureen Parks**

Title: **Executive Director and Associate Vice President for Human Resources, University HR**

Signature _____

1. Name of Demonstration Project or Pilot/Study Program:

Demonstration Project: Rule of 3 Analyses

2. Description of the proposed project/program, including the goals, objectives, and related activities:

This program will apply to specified classifications within the system and will be offered to each state higher education institution for participation. The program will apply an alternative methodology for the "Rule of 3" procedure when referring applicants from employment registers for vacant positions in the designated classifications. The alternative methodology will apply the Rule of 3 under a different interpretation based on the top three scores, and not the top three persons standing highest on the applicable employment register for that classification. Under this alternative methodology, the individuals with one of the top three scores standing highest on the

Please respond and complete each item thoroughly

applicable employment register will be referred for any open vacancy, regardless of the number of applicants..

Under current language and interpretations, only the top three individuals on any employment register, and any with a tie score, are referred for a vacant position. Under the alternative methodology, all individuals who have one of the top three scores will be referred for a vacant position (i.e. all those with a score of 100, 99 and 98). Through the use of this redefined referral process the goal of this program is to allow employing units an opportunity to interview, a larger, more diverse applicant pool with regard to ethnic, gender and veteran status. The overall objective is to develop and analyze an alternative recruiting and employment methodology that is more consistent with 'best practices' human resource models. This alternative process will potentially increase minority and veteran referrals and hires.

3. Participating employer(s) and number (*estimate*) of employees or positions affected by project/program:

This program will be available all state higher education institutions. This program will only apply to the following classifications:

<u>Classification Title</u>	<u>Class Code</u>
Accountant I	0010
Accounting Associate	5000
Administrative Assistant I	0171
Assistant Facilities Manager	2379
Assistant Program Director	1045
Budget Analyst I	4739
Business/Administrative Associate	5010
Clinic Nurse	2703
Grounds Worker	2015
Human Resource Associate	5020
IT Manager/Administrative Coordinator	5030
IT Support Associate	5032
IT Technical Associate	5031
Medical Assistant	4547
Member Service Representative I	4819

Please note that it is the intent to strictly comply with guidelines and limitations contained in Section 250.140(e) of the Illinois Administrative Code.

Please respond and complete each item thoroughly

4. Timeline for development/implementation/completion of the project/program:

The three year trial period for this project will begin on July 1, 2012 and will end on June 30, 2015.

5. Name(s) of personnel responsible for conducting and evaluating the project/program and who will be accountable for keeping the project/program on track:

Maureen Parks, Executive Director and Associate Vice President of Human Resources, University HR at the University of Illinois, and Designated Employer Representative, will work closely with designated HR staff at each of the participating employers to track progress of the program and provide routine reports through a contact at the System Office in order to effectively manage and continuously evaluate program impact and effectiveness.

6. Define the specific regulatory guideline or procedure that is limiting the employer from carrying out its mission in an effective, efficient, and timely manner:

Rule 250.60(d) as it relates to only the top three individuals referred for open vacancies. This restricts the applicant pool and limits capabilities with respect to diversity.

Employment Procedures Manual, Section 1.5 : Certification

Certification is the act of referring candidates from a register for consideration for employment when a vacancy occurs and the date of certification is established (closing of the registers). See Example 1.5a and Example 1.5b.

d. When ties in scores exist, all available candidates with the tied score shall be certified. No additional candidates need to be referred when 3 or more candidates are certified as the result of a tied score.

7. List the specific regulatory guideline and/or procedures that would be waived in order to conduct the project/program:

Rule 250.60(d) as it relates to only the top three individuals referred for open vacancies.

Employment Procedures Manual, Section 1.5 : Certification as it relates to only the top three individuals referred for open vacancies.

8. Describe any alternative procedures that will be utilized in order to conduct the proposed project or program:

Please respond and complete each item thoroughly

As previously outlined in the response to question #2 above, the individuals with one of the top three scores standing highest on the applicable employment register will be referred for any open vacancy, regardless of the number of applicants.

Evaluation Plan

Please include an evaluation plan which describes the details of how the project/program's effectiveness will be assessed in relationship to the stated objective. Please include the following if applicable:

Each month, participating universities will collect the following data points for each campus:

See attached database template.

Each participating employer will provide a quarterly report to the Executive Director of the State University Civil Service System detailing the following information:

- The above mentioned data points rolled-up to reflect the three month period.
- A comprehensive analysis will be conducted to determine the impact on applicant pools and the diversity of applicants and new hires.

The success of this program will be determined in part by the number of employees in the program, number of universities participating, number of employees hired who would not have been referred to the unit under the traditional "Rule of 3" guidelines, number of minority and veteran candidates referred and hired, and the number of employees who successfully complete the probationary period.

For University System office use only

University System Office Review Process

Recommendation:

☐

Approved to be presented to the members of the Merit Board for their review at the Merit Board meeting scheduled for _____

☐

Not recommended for approval.

Comments:

Please respond and complete each item thoroughly

Executive Director's Signature

Date

Merit Board Approval Process

☐

Rejected by the Merit Board on _____

☐

Approved by the Merit Board on _____

Merit Board Chair's Signature

Date

Note: Each participating employer shall maintain books and records, including information stored in databases or other computer systems, relating to the performance of the approved projects or programs. Books and records required to be maintained shall be available for review or audit by the University System office. Each participating employer shall cooperate fully with any such audit and with any investigation conducted by the University System office and shall allow full access to all books and records that are necessary to evaluate an approved project/program.

Please respond and complete each item thoroughly

Example 1.4a

Put Letter on University Letterhead

Dear _____:

This is to notify you of your removal from the reemployment, promotional and/or original entry registers for the _____ classification ~~(s) listed below~~.

This notification is in compliance with ~~section Civil Service Rule~~ 250.60(~~ij~~) ~~of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.60(i))~~, with the specific cause for removal ~~being checked below~~. ~~If you believe in the event that this action removal~~ is in error or that it is not in accord with your desires, please contact this office immediately. ~~in order that we may take corrective action~~. ~~Please~~ Also feel free to contact this office if you have any questions.

Sincerely,

Personnel Officer

~~Section Civil Service Rule~~ 250.60(~~gh~~) ~~of the Code~~ – Mandatory Removal of Names from Register

- ☐ Certification from the register to a status position in a specific class and acceptance of a status appointment in that position and class.
- ☐ Death of the candidate.
- ☐ Receipt of proof or determination by the Merit Board that the candidate lacks any of the required qualifications, or is subject to rejection for any cause specified in section 250.50(c).
- ☐ Receipt by an employer of a written request from the candidate to remove his/her name from a register.
- ☐ Refusal, without reasonable cause, to accept three offers of status appointment by the candidate.
- ☐ Resignation of the candidate from a status position.
- ☐ Attempt by a candidate to practice any deception or fraud in connection with an examination or application for employment.
- ☐ When a change in class or testing standards or another classification plan change requires removal. In this instance, specific guidelines for the removal of names from registers shall be provided by the University System.
- ☐ From promotional registers at the termination of the leave of absence from a position in his/her former class when a candidate accepts a position in a class outside the promotional line of the applicable registers.

~~Section Civil Service Rule~~ 250.60(~~ih~~) ~~of the Code~~ – Permissive Removal of Names from Register

- ☐ Failure of a candidate to report for work without good cause within the time prescribed by the employer, after accepting a status or a temporary appointment.

Example 1.4a

- ☐ Leaving the service of any employer served by the University System by an employee with a status appointment.
- ☐ Failure to reply to the employer within seven calendar days immediately following an offer of a status or a temporary appointment by an employer.
- ☐ Notice by postal authorities of their inability to locate the candidate at his/her last known address, or verbal notice from the owner or occupant of the premises that the candidate is no longer at his/her last known address and that no forwarding address has been provided.
- ☐ Failure of a candidate, upon request, to furnish written evidence of availability for employment.
- ☐ Failure, without reasonable cause, to reply to the employer or appear for an interview within a reasonable time prescribed by the employer, when the employer has mailed either a notice of a vacancy in a status or temporary position or a letter of interest to the candidate's last known address.
- ☐ Upon the candidate's acceptance of a promotion.
- ☐ Failure of a candidate to be selected for employment after four referrals for a status appointment in the same class.
- ☐ When candidates' names have remained on original entry registers for two consecutive years following date of most recent examination, or following date of original entry restoral on the basis of service or seniority in accordance with subsection (j)(3), (4), or (5).
- ☐ In classifications identified by the Executive Director, upon the expiration of the designated timeframe specified in a formal position vacancy posting.

cc: personnel file

Section 1 – General Duties and Responsibilities of the Employer

1.1 APPLICANT QUALIFICATIONS

Based on the skills, education, and work experience the applicant possesses, the Employer shall investigate the classifications for which the applicant could qualify and select classes in those areas. The Employer shall pursue this investigation in relationship to current and anticipated employment needs of the university and employment opportunities for the applicant. An applicant shall be encouraged to apply for and to take all examinations for which he/she qualifies.

For applicants who do not meet the minimum qualifications for classifications in which they are seeking employment, the Employer shall inform applicants of programs for ~~Learners,~~ Apprentices, ~~and Trainees~~Interns, and Supported Employment.

It is important that an applicant's qualifications be checked against the minimum qualifications for a given classification before the applicant is admitted to the examination. Failure to do so could result in subsequent voiding of the examination and/or removal of register information.

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(b))

1.2 ORDER OF NAMES ON ACTIVE REGISTERS (by class)

Reemployment* – by total seniority in the class

then by lesser units in the class

Promotional – restoral by total service and/or seniority in the class

then exam score (including those with compensatory qualifications)

Original Entry – restoral by total service to the ~~employee~~ Employer

then restoral by service or seniority in the class

then restoral by service in the class of the employee

if resigned or otherwise separated in good standing and has requested restoral
to a former class within ~~6~~12 months

-- or --

requests transfer from another institution or place of employment in the
System

then by exam score (including those with compensatory qualifications)

then by exam score for out-of-state candidates (these candidates may be
considered part of the regular applicant pool when the applicant pool has been
determined to be insufficient)

* Through the utilization of specialty factors in the standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the qualification status of the employee at the time of layoff, or any specialty factors the employee possessed at that time. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(b))

status regarding their access to any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his lay-off and is not affected by any specialization or certifications received after the date of lay-off.

NOTE: Register cards for candidates with approved waivers shall only be placed on registers showing no other available candidate and remain on the register until the specific position for which the wavier was approved is filled.

Section 1 – Classification Specification and Examination Maintenance

1.3 CLASSIFICATION SPECIFICATION AND EXAMINATION DEVELOPMENT PROCESS

General Outline

- I. Review of current and other related class specifications/examinations and other resources
 - A. University System Office review
 - B. External occupational research
 - C. Subject matter expert review
 - D. Examination analysis
 - E. Test item analysis
- II. Job Analysis
 - A. New Classifications
 - B. Current/Existing Classifications
 - C. Electronic presentation (E-Test)
 - D. Special-case job analysis procedures
- III. Evaluation of Job Analysis
 - A. Identify work tasks/duties, skills required, establish importance and frequency, set minimum qualifications
 - B. Additional occupational research
- IV. Class Specification and Examination Preparation
 - A. Create Class Specification
 - B. Create Examination Instrument Using Skill Set Matches
- V. Class Specification and Examination Review Meeting
 - A. Meeting scheduled
 - B. Review draft class specification changes
 - C. Review draft examination materials
 - D. Modify and set effective date
- VI. Examination Pre-Testing
 - A. Pre-testing of examination components
 - B. Statistical analysis of pre-test results
 - C. Collection of additional information from incumbent/subject matter experts
 - D. Item seeding
 - E. Security and distribution of pre-test results
- VII. Validity
 - A. Content validity established by incumbent pre-test examination scores/passing rate.
 - B. Criterion validity established by successful completion of the probationary period.

Section 1 – Classification Specification and Examination Maintenance

- C. Additional validity measures may be established by correlating test scores with objective or subjective indicators of job performance.
- D. Small samples and meaningful index reviewed.

VIII. Security and Confidentiality in the Examination Development Process

A. Obligations under 110 ILCS 70/37

B. Instructions for handling examination documents and materials

C. Consequences for security violations

Summary of Classification/Examination Development Process

The Executive Director or designee within the University System Office will evaluate formally submitted proposals to assess the credibility of the criteria cited as justification on the submitted request. Formally submitted proposals may be returned for additional information or rejected.

There are many reasons to justify a proposed change to the classification plan, including but not limited to, the following:

- routine occupational changes
- adverse impact issues
- business or operational changes
- reaction to previous proposals
- specific changes or evolution of job classification duties
- technology changes related to overall position function
- discontinuation of specified job activities

Accordingly, University System Office staff may utilize the following analytical steps, as necessary, in their review of all proposed classification plan modifications, regardless of origination source (initiated by an employer, an employee through the State Universities Civil Service Advisory Committee, other designated advisory groups, union representatives, or the University System Office).

I. **Review of current and other related classification specifications/examinations and other resources**

- A. The University System Office will review current class specification/examination, considering the date of the last review and the format of the specification/examination.
- B. The University System Office will research external resources related to similar job classifications and appropriate occupational areas to review the latest occupational trends and specific job or job group content.
- C. Various subject matter experts will be enlisted to provide direct occupational background information and begin analysis of examination instrument.

Section 1 – Classification Specification and Examination Maintenance

- D. The examination instrument review will include the following:
1. A review of the skill set link and question pools used in the current examination.
 2. Update/addition of questions to incorporate new occupational trends/technology.
 3. Verification of accuracy of answers.
 4. Identification of problem questions or questions that are likely to be challenged.
- E. Each test item will be analyzed using classical reliability theory and, where appropriate, item response theory (IRT). Classical reliability statistics become mostly stable with samples of 50-60. IRT-based analyses are only appropriate when the number of test-takers is much greater, with minimum samples of about 200 test-takers. IRT postulates a function (item response function, or IRF) relating the probability of a correct response for an item to an underlying level of ability, thus making considerably stronger assumptions about the data, necessitating more power to estimate the model. Therefore, the following statistics are most reliable with samples greater than 30. With smaller samples, subjective item difficulty ratings will be collected at pre-testing (see *Section 1.3 VI C 2*).
1. Classical reliability statistics
 - a. Mean: Proportion of test-takers who correctly answer the item. This is an indicator of item difficulty.
 - b. Corrected Item-Total Correlation (CITC): The correlation between the item responses and the total test score (minus the studied item). This is an indicator of how well the item measures the characteristic assessed by the test.
 - c. Cronbach's Alpha: This is a measure of internal consistency reliability. In general, high values are desirable (in general, .80 minimum, .90 preferred). This means that the items on the test "hang together" well, or have high item inter-correlations. Alpha is a lower bound for the true reliability of the test under reasonable assumptions.
 - d. In cases where Cronbach's alpha is not the most appropriate index of reliability, other reliability evidence may be used (i.e., test-retest, alternate forms, etc.; cf. Traub, 1994).
 2. Item response theory statistics
 - a. a-parameter: Item discrimination: This indicates how well the item discriminates between test takers of differing levels of ability. Related to the CITC.
 - b. b-parameter: Item difficulty: Higher b's are more difficult items, meaning that test-takers have to have a higher level of ability to

Section 1 – Classification Specification and Examination Maintenance

- have a high probability of answering correctly. Related to the item mean.
- c. c-parameter: Pseudo-guessing parameter. This is the lower asymptote of the IRF, indicating the probability that a test-taker with extremely low ability will answer the item correctly.
 - d. Information: Information is the IRT analogue of reliability. It is a function of the item parameters and ability. It is additive, such that the information function for a test is equal to the sum of the information functions for the individual items. For a large enough number of items, test information is approximately the reciprocal of the standard error of the ability-estimate. Therefore, conditional standard errors of measurement can be calculated at all levels of ability, allowing the precision of measurement to be differentially assessed across the ability continuum. Additionally, information can be used to build tests, by incorporating items so that the sum of their information functions closely matches a target information function.
3. Items with undesirable statistical properties will be eliminated or revised. Undesirable properties are generally defined to be item means above .90 or below .10 and CITC below .20. These rules-of-thumb may be modified in specific cases.

II. **Job Analysis**

A. New Classifications

- 1. When proposing to add a new classification, the System Office will review the proposed classification specifications, and any related position descriptions. This information will be compared to other similar occupational jobs in the current classification system. Additional occupational research will be conducted using appropriate resources such as the Occupational Information Network (O*NET).
- 2. Based on this research, the System Office will develop and administer an appropriate job analysis survey as applicable, such as the Computerized Job Analysis Survey Instrument (C-JASI), to subject matter experts in order to determine the most appropriate duties and functions to be contained in the new classification, along with the knowledge, skills and abilities (KSAs), necessary to successfully perform those duties and functions. This will assist in clarifying the new position specifications and identify the necessary skill set elements for the examination.
- 3. Job analysis surveys, or C-JASI, will be administered through a secure website and the results will be stored on a secure server. All information collected will be securely stored and maintained.

Section 1 – Classification Specification and Examination Maintenance

- B. Current/Existing Classifications
 - 1. When updating or revising existing classification, the System office will begin with a review of current position descriptions and the proposed new classification specifications. This information will be compared to other similar occupational jobs in the current classification system. Additional occupational research will be conducted using appropriate resources such as the Occupational Information Network (O*NET).
 - 2. Based on this research, the System office may develop and administer C-JASI to current incumbents, supervisors, and departmental administrators to evaluate the congruence of the proposed specification and the work actually being performed. Other analytical procedures, such as a the collection and review of job descriptions, may also be utilized. This information will be used to establish the relationship between the current position duties and responsibilities under review and the proposed specification, along with the KSAs required to perform those duties.
 - 3. C-JASI will be administered through a secure website and the results will be stored on a secure server. All information collected and statistical analysis will be securely stored and maintained.
- C. Limited job analysis techniques will typically be conducted when paper-based exams are simply being converted to an electronic delivery format (E-Test). This process may include the simple steps of confirming with supervisors and administrators that duties for the classification have remained intact and unchanged.
- D. In special cases, other job analysis techniques may be used, such as onsite focus group interviews with job incumbents and/or supervisors, direct observation of incumbents performing work tasks, critical incidents studies, among other techniques (cf. Gatewood & Feild, 2001). Copies of all materials and information collected will be securely stored and retained.

III. Evaluation of Job Analysis

- A. C-JASI will be used to identify work tasks and duties currently performed by employees in the designated classification, as well as the importance and frequency of these tasks. For classifications where a knowledge test may be used, participants will also indicate what skills are necessary to perform each task.
 - 1. Statistics reported are demographic information for the surveyed groups, mean importance/frequency ratings for tasks in the overall sample and by group, and mean importance rating for KSAs in the overall sample and by groups, where applicable. Percent endorsements for specific educational and work experience are also reported.

Section 1 – Classification Specification and Examination Maintenance

2. The results will provide an empirical linkage between duties performed on the job and examination items. Linkage is established by tying specific job tasks/duties to specific KSAs. Items may then be written to assess the KSAs needed to perform the job.
 3. In some cases, items will be written to assess performance directly for specific duties for the classification, rather than KSAs needed to perform those duties.
 4. Information regarding minimum qualifications will also be obtained to update the class specification, as well as guide the development of credential assessments, when applicable. These minimum qualifications are based on subject matter expert endorsement of specific educational and work experience backgrounds needed for the job and/or specific credentials needed to perform the job.
- B. Additional research, via the Internet or other information sources, may be conducted.

IV. Class Specification and Examination Preparation

- A. Class Specification
1. Based on results of the review of job descriptions and/or C-JASI data, and/or in conjunction with the acceptance of the Request to Develop or Revise Class Specifications/Examinations, a draft class specification will be prepared, outlining the general function, specific duties/responsibilities and minimum acceptable qualifications.
 2. The proposed class specification will be distributed to employers for their review and comments, prior to the Class Specification and Examination Review Meeting.
- B. Examination
1. To ensure validity, a draft examination will be prepared, based on the statistical analysis of the position descriptions and/or C-JASI. This will include a review/analysis of work tasks and duties currently performed by employees in the designated classification, the importance and frequency of these tasks, and the KSAs required to perform those tasks. Examination instruments may include one or more of the following components:
 - a. performance/aptitude questions
 - b. essay/written questions
 - c. review/rating of credentials (education/experience and license/certificates)
 - d. skills measurement, such as a keyboarding test
 - e. physical ability assessment
 - f. conscientiousness assessment

Section 1 – Classification Specification and Examination Maintenance

- g. personality characteristic assessment
 - h. oral interview and presentation
2. In certain test environments, new test items may be “seeded”. Seeded items are those items that are pre-tested in live test forms. Seeded items are not scored and do not count towards or against the final test score. Test-takers are blind to which items are seeded and which are live. Seeded items are properly analyzed prior to their active use in any test environment.
3. In certain test environments, test item subject content pools will be established and categorized based on established analytical procedures. Each examination administered will equally draw from the appropriate test item pools to establish a consistent distribution and reliability across all examinations given in any one classification. Test items will randomly be presented when possible. Correct answer designations for each test item will also be randomly presented when possible.

V. Class Specification and Examination Review Meeting

- A. Upon completion of the research and analysis as described above, along with a draft of the new or revised specifications and/or examination instrument, a review meeting will be scheduled. In most instances, System Office staff, Designate Employer Representatives/ Human Resources, subject matter experts, and Union Representatives will be notified and asked to participate.
- B. Participants will be asked to review the draft class specifications.
- C. Participants will be asked to review the draft examination materials.
- D. If necessary, modifications will be made to draft documents with final specifications/examination instruments adopted. At this time, the effective date of implementation will usually be determined.
- E. Prior to the finalization of the class specification/examination process, a secondary review by each employer shall determine whether the proposals will affect employees who are members of bargaining units and shall officially inform appropriate union officials of the proposal. DERs shall certify to the University System Office that union officials have been informed of the proposal as a part of their written comments. Comments received as a result of the proposal shall be reviewed by the Executive Director or designee, who may approve, disapprove, or return the proposal to its originator for resolution of issues raised.

Note: Once the review meeting is conducted and all information collected, only basic editorial corrections to the class specification and/or examination will be considered.

Section 1 – Classification Specification and Examination Maintenance

VI. Examination Pre-Testing

- A. In most instances, the proposed new examination instrument will be pre-tested, using current incumbents in the classification. This will typically be done via the E-Test system.
- B. The pre-test results will be statistically analyzed to establish content and criterion validity.
 - 1. Items with undesirable measurement properties will be eliminated.
 - 2. It is expected that incumbents will score more highly on average than applicants (due to range restriction), so that the definition of undesirable item statistics (*from Section 1.3 I B 4*) will be different. It is not unreasonable for all incumbents to get an item right, so item means of .90 and above on pretests are acceptable. However, items with means below .50 do merit further consideration and will be more discretely analyzed.
- C. Additional information about individual test items will be collected from incumbents or subject matter experts. This information includes item appropriateness for the examination and subjective item difficulty information.
 - 1. Item appropriateness ratings can be used to calculate content validity ratios (CVRs; Lawshe, 1975). CVRs provide evidence that the examination validly assesses KSAs appropriate to the classification. $CVR = (n - N/2) / (N/2)$, where:
 - a. n = the number of respondents who regard the question as relevant to the target position
 - b. N = the total number of respondents
 - 2. Subjective item difficulty ratings will be used to evaluate the difficulty of items when samples are too small to estimate item means or b-parameters (i.e., samples less than 30).
- D. As new items become available, they will be “seeded” as defined in *Section IV, B(2)* above.
- E. The results of the pre-test will be stored on a secure server and shared with participating employers. All information collected will be securely stored and maintained.

VII. Validity

- A. Content validity is established through job analysis techniques and the pre-testing passing rate of incumbents, as described above. This process provides a statistical link between the test elements and the behaviors and/or work product components of the job.
- B. In most cases, criterion validity will be established by the passing rate for the probationary period for the classification.

Section 1 – Classification Specification and Examination Maintenance

- C. In some rare cases, criterion validity will be established by correlating test scores with objective or subjective indicators of job performance. This will be done only when sample sizes are large enough (e.g. $N > 60$) and when sufficient performance related information is available.
- D. In some cases (e.g., $N < 30$) samples are too small for any meaningful index of criterion-related validity to be established.

Exception: A proposal may be approved prior to circulation if the Executive Director identifies an immediate need for its use. All employers and members of the State Universities Civil Service Advisory Committee will subsequently be notified.

VIII. Security and Confidentiality in the Examination Development Process

1. During the examination development process, participants will be trusted with confidential draft examination material and will be involved in confidential conversations. All participants shall keep examination materials confidential and secure. Any person, including, but not limited to a System Office staff member, Designated Employer Representative, other campus/agency Human Resource employee, subject matter expert, Union Representative, or incumbent, involved in any step of the examination development process, who discloses, distributes, wrongfully maintains, or secures materials utilized in the development of any civil service examination shall be in violation of the State Universities Civil Service Act (110 ILCS 70/37).
2. During the course of examination development, the System Office employees assisting with the examination development will instruct all persons participating in the exam development process on the proper maintenance, distribution, and possible destruction of all final and draft examination documents and materials. The employer's Human Resource staff will not involve any other persons (ex: subject matter expert, incumbents) without direct notice to the System Office. Should the employer's Human Resource staff involve any other personnel (ex: subject matter expert, incumbent), the employer's Human Resources staff will instruct those employees on the proper maintenance, distribution, and possible destruction of draft examination materials and provide notice of this involvement to the System Office.
3. Any violation of the State Universities Civil Service Act, and, by extension, these security procedures, is considered a criminal offense and punishable under 110 ILCS 70/46. If a breach of security is discovered, the System Office may be forced to discontinue the use of the exam in question, void all employment registers for that classification, and freeze all related employment activities in the affected classification until such time that a new exam can be developed.

References

Section 1 – Classification Specification and Examination Maintenance

Gatewood, R. D., & Field, H. S. (2001). *Human Resource Selection* (5th Ed.). Mason, OH: South-Western Thomson Learning.

Lawshe, C. H. (1975). A quantitative approach to content validity. *Personnel Psychology*, 28, 563-575.

Traub, R. E. (1994). *Reliability for the social sciences: Theory and applications (Volume 3)*. Thousand Oaks, CA: Sage Publications, Inc.

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(~~g-jf-k~~))

1.4 MAINTENANCE OF ACTIVE REGISTERS FOR STATUS APPOINTMENTS

Accurate maintenance and proper use of registers are a fundamental requirement and an essential element in the standardized civil service employment process. This responsibility has been delegated to major responsibilities of the DER and is reviewed through the biennial audit process.

All register cards/information are prepared in duplicate; one becomes part of the examination record file of the University System; the other is placed on the appropriate eEmployer's register. Other electronic records and record development processes may be utilized in this respect as well. Specific electronic register maintenance components are required to be maintained in the electronic E-test System.

Transfer, restoral or reemployment information must be recorded and maintained, but is not required to be transmitted to the University System Office.

Names of candidates accepting nonstatus civil service appointments are not removed from active registers.

~~Candidates whose names are removed from Promotional and/or Original Entry registers shall be notified in writing of such removal in accordance with the Statute and Rules. See Example 1.4a.~~

~~All Employer's register information which is removed from, or restored to, the registers, must show date and Rule reference. Where notification in writing to the candidate is required by Rule, substantiating evidence of this action shall be in the Employer's file.~~

The University System recommends that the eEmployer utilize a "register clearing" process at regular intervals to remove ~~unavailable~~ candidates from the active register in accordance with regulatory guidelines. Example 1.4b provides a template for informing the candidate of this process. See Example 1.4b.

Form 1.4c shall be utilized to formally request to close original entry registers ~~To close registers in accordance with section 250.50(e) of the Illinois Administrative Code (80 Ill. Adm. Code §Civil Service Rule 250.50(e)), the Employer shall utilize a form, Example 1.4c, when requesting approval of closing original entry registers.~~

a. Reemployment Registers Affected by Specialty Factors

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(~~g-jf-k~~))

Through the utilization of specialty factors in the standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the qualification status of the employee at the time of layoff, or any specialty factors the employee possessed at that time. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access to any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his lay-off and is not affected by any specialization or certifications received after the date of lay-off.

Even if an applicant did not possess the certification or specialization for a certain position within his/her classification at the time of his/her layoff, he/she can apply for that position. In that scenario, he/she will be treated the same as an original-entry applicant.

b. Removal of Candidates from Registers

Employers are strongly encouraged to develop institutional policies regarding the various permissive options for removal of candidates from registers.

When a candidate is removed from or restored to a register, the date and rule reference must be recorded on the register by the employer. Documentation or other information verifying these register actions shall be maintained in the employer's file.

As indicated in section 250.60(i) of the Illinois Administrative Code (Code) (80 Ill. Code §250.60(i)), candidates whose names are removed from Reemployment, Promotional and/or Original Entry registers shall be notified in writing of such removal in accordance with the Act and Code. *Example 1.4a* provides a basic template for informing the candidate of their removal from a register.

If an employer wishes to remove a current active employee's name from a register pursuant to section 250.60(h)(4) of the Code (80 Ill. Adm. Code §250.60(h)(4)), the employer should also attempt to contact the employee through regular internal business communications protocols.

When defining the classifications to which section 250.60(h)(10) of the Code (80 Ill. Adm. Code §250.60(h)(10)) applies, the University System shall evaluate: occupation area, employment and turnover rates, pre-employment screening protocols utilized, operational needs and trends, and/or other special circumstances and justification. Generally, those classifications contained in the professional, managerial, or semi-professional occupation areas will be considered for

EMPLOYMENT AND SEPARATION PROCEDURES MANUAL
State Universities Civil Service System

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(~~g-jf-k~~))

inclusion under this specific provision. In accordance with section 250.60(h)(10) of the Code, candidates on the registers for the following classifications may be removed from the register upon the expiration of the designated timeframe outlined in the vacancy posting:

Accounting Associate
Business/Administrative Associate
Human Resource Associate
Information Technology Manager/Administrative Coordinator
Information Technology Technical Associate
Information Technology Support Associate
Need to add others

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70)

2.1 CRITERIA FOR DETERMINATION OF NONSTATUS APPOINTMENTS

Nonstatus Appointments are made in accordance with qualifications and standards established by the State Universities Civil Service Act (Act) (110 ILCS 70) and Section 250.70 of the Illinois Administrative Code (80 Ill. Adm. Code §250.70), are noncontinuing in nature, and permit termination by the employer.

Types of Nonstatus Appointments:

- a. Temporary Appointments* (See Section 36m of the Act (110 ILCS 70/36m))
- b. Provisional Appointments (See Section 36n of the Act (110 ILCS 70/36n))
- c. Apprentice Appointments
- d. Intern Trainee Appointments
- e. Student Appointments*(See section 5.1 of the Exemption Procedures Manual)
- f. Extra Help Appointments*

* Appointment notices need not be submitted to the University System Office.

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(d))

2.4 TRAINEE-INTERN APPOINTMENTS

An ~~Intern-Trainee~~ Appointment within any classification may be made by an employer upon approval of a qualified Trainee-Intern Program for that designated classification/employee.

General Employment Standards for ~~Trainee-Intern~~ Appointments

- a. Upon satisfactory completion of the designated ~~Trainee-Intern~~ Program, the ~~Trainee~~Intern shall be certified to a position in the class for which training has been received, without examination or register consideration.
- b. Upon receiving a status appointment to the class, the employee must serve a full probationary period.
- c. Seniority in the promotional line or class shall be counted from the date the ~~Intern~~Trainee completes the ~~Intern~~Trainee Program.
- d. If a class has fewer than 10 positions, an employer may have one ~~Trainee-Intern~~ Appointment in the class. If a class contains 10 or more positions, not more than 10% of the total positions in the class may be filled by ~~Trainee-Intern~~ Appointments on any one day of operation.
- e. ~~Trainee-Intern~~ Appointments may not be made to a class when candidates are available from either a Reemployment Register or Promotional Register for that class. The following statement shall be included and confirmed on all requests for ~~Trainee-Intern~~ Programs: "No qualified candidates are available from a Reemployment or Promotional Register for this class."
- f. ~~Trainee-Intern~~ Appointments are not required to be terminated prior to layoff of status employees, except when ~~Trainee~~Intern Program guidelines have established such action.

Consideration of an ~~Intern-Trainee~~ Program request and approval shall follow the guidelines in Section 2.8, ~~Intern~~Trainee Programs, and use **Form 2.6g, Request to Establish Apprentice/Intern~~Trainee~~ Program.**

Section 2 – Classification of Positions

(Reference 80 Ill. Adm. Code §250.30)

2.4 CLASSIFICATION APPEALS

It is expected that classification programs will be conducted in such a manner that appeals of classification actions are kept to an absolute minimum, and resolved by the DER if at all possible. When unable to be satisfactorily resolved by the DER, the Executive Director of the University System, if requested, shall conduct a classification review and issue a final classification decision.

It has been a long-standing policy of the System that an employee has the right, ~~at all times,~~ to have the classification of his/her position reviewed for proper classification. Accordingly, the following procedure will be followed upon receipt of correspondence from an employee, or his/her designee, concerning the proper classification of his/her position:

- a. A copy of the letter will be sent to the DER requesting information concerning the action to be taken. In the event the employee has exhausted his/her administrative remedies with the Employer, the DER will be asked to furnish:
 1. a copy of the current job description bearing the signature of *both* the employee and the employee's supervisor and the date signed;
 2. a current organizational chart of the employee's office or unit showing the chain-of-command from two levels *above* the employee to all those reporting *to* the employee;
 3. copies of all notes taken during desk audits of the position, together with the Employer's analyses and decisions made as a result thereof; and
 4. any other information pertinent to the classification of the position.
- b. A letter will be sent to the employee acknowledging receipt of the classification appeal request.
- c. If the DER advises that the employee has not exhausted administrative appeal remedies, a letter will be sent to the employee advising that no further action will be taken until such time as all administrative appeal remedies have been exhausted.
- d. Upon notification by the DER that the employee has exhausted all administrative appeal remedies, *the Director then assumes responsibility for the classification of that position with respect to the classification appeal request.*
- e. Should additional information be requested of either party at any time during the review of the position, an informational copy of the request will be sent to the other party.
- f. Upon completion of the review and classification determination by the Executive Director:
 1. the employee will be notified of the decision in those cases in which the employee's current classification is determined to be correct. A copy of the letter will be forwarded to the DER.

Section 2 – Classification of Positions

(Reference 80 Ill. Adm. Code §250.30)

2. the DER will be notified of the decision in those cases where the employee's current classification is determined to be incorrect, together with a copy of the Classification Review Analysis. The employee will also be notified of the decision.
- g. In the event the Executive Director's determination will result in an upward reclassification or reallocation of the position occupied by the employee, such classification change shall be reflected on the next prepared payroll, and shall become effective retroactive to the date it would have been effected had the eEmployer's initial classification determination been favorable.

NOTE: *Classification appeals are to be distinguished from appeals of action or omission of action by DERs that are reviewable under section Civil Service Rule-250.130 of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.130). In accordance with Section 36d(1) of the State Universities Civil Service Act (110 ILCS 36d(1))Statute, and section Civil Service Rule-250.140(a) of the Code (80 Ill. Adm. Code §250.140(a)), the Merit Board has delegated to the Executive Director the authority and responsibility to act on behalf of the Merit Board with respect to the assignment of positions to classes. As a result, the Executive Director's classification review determination becomes the final administrative decision by the Merit Board Office with respect to the classification of positions; therefore, further review under section Civil Service Rule-250.130(b) of the Code (80 Ill. Adm. Code §250.130(b)) is not appropriate.*

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(c) and (d))

2.6 IN-SERVICE TRAINING PROGRAMS

Types of In-service Training Programs:

- ◆ Apprentice Programs
- ◆ Intern Trainee Programs

The DER must file **Form 2.6a, Request to Establish Apprentice/Intern Trainee Program**, with the University System office prior to the implementation of any in-service program. The form provides a guide for the employer in planning a recommended program. The employer shall specifically detail the standard for such a program, from the point of selection through to the completion of the program. Likewise, the employer shall build evaluation and assessment components into the program. **NO SUCH PROGRAM MAY BE IMPLEMENTED WITHOUT PRIOR APPROVAL BY THE EXECUTIVE DIRECTOR OF THE UNIVERSITY SYSTEM OFFICE.**

State Universities Civil Service System

REQUEST TO ESTABLISH APPRENTICE/~~INTERN TRAINEE~~ PROGRAM

Class:

Effective Date:

Employer:

Designated Employer Representative

Date:

Program Type:

- ☐ ~~Intern Trainee~~ Appointment
☐ Apprentice Appointment

Nature of Program:

- ☐ Group
☐ Individual *
☐ Supported Employee *

*Name: _____

Program Duration: _____

Indicate how applicants are to be selected
for program participation:

Indicate position title and name of individual(s)
who will be responsible for evaluating program
participants:

PROGRAM DETAILS:

Compensation Program to be applied to participants:

Salary Rate(s)	% of range minimum	Duration
_____	_____	_____
_____	_____	_____
_____	_____	_____

****Please note that the starting salary may be no more than 95% of the minimum of the approved pay range and the ending salary may be no more than 95% of the midrange of the approved pay range for the class.**

Schedule of training to be provided; i.e., program details, dates, subject matter, standards of progress, method of evaluation (attach additional pages as needed):

Indicate current composition of employment register(s) for designated class:

Executive Director's Action

☐ ***Approved***

☐ ***Returned (see attached)***

Date

Executive Director

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(d))

2.8 **INTERN ~~TRAINEE~~ PROGRAMS**

~~Trainee~~Intern Programs may be utilized for any classification, except craft and trade classes for which the Apprentice program is applicable. Employers may seek approval of an ~~Trainee~~Intern Program based on one of the following factors:

- a. Candidate(s) lacks one or more of the minimum qualifications for the class.
- b. Recruitment efforts have failed to attract qualified candidates. ~~Trainee~~Intern Programs may be established whenever the examining instrument has not produced a representative cross-section of candidates from all sex, ethnic, racial, and cultural backgrounds, or when fully qualified applicants for the class cannot easily be recruited.
- c. Operating needs warrant ongoing training to supplement staffing recruitment efforts. ~~Trainee~~Intern Programs may be established to handle circumstances where critical 24/7 positions have been difficult to fill, such as in the Police Officer Series, and ~~Trainee~~Intern Programs would assist in ensuring proper staffing levels are maintained.
- d. There is a recognized need for specialized training appointments in technical or professional fields. ~~Trainee~~Intern Programs may be established for specialized technical or professional positions, such as in the IT or health care positions, which are unique and may require special, extraordinary recruiting activities.

General Guidelines for ~~Trainee~~Intern Programs

- a. In all instances, formal University System office approval is required before any employer can initiate an ~~Trainee~~Intern Program. ***See Form 2.6a, Request to Establish Apprentice/~~Trainee~~Intern Program.***
- b. ~~Trainee~~Intern Programs will be considered for an individual position or group of positions within a classification. ~~Trainee~~Intern Programs may therefore be developed in one of two ways, Group Programs or Individual Programs. Where recruiting efforts for a particular classification yields an applicant pool that overall lacks a particular qualification(s) or experience.
- c. ~~Trainee~~Intern Programs must include the following elements:
 1. **A predetermined and scheduled program of development, training or experience for the candidate(s) must be established and approved.** This should include details

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(d))

regarding the program duration, program elements, standards of progress, and employee assessment components. Time limits for Training Programs will vary depending upon the time needed to complete the required training. When simple experience is the common requirement, the program time limit will amount to approximately the same duration of experience needed to meet the minimum qualification requirement. A lack of educational qualifications may be treated in much the same manner, except that high school graduation may be compensated for by use of the G.E.D. test. Deficits in college or university educational requirements may generally be made up by month-for-month work experience or, if feasible, by attendance at a college or university, while employed as an [Trainee/Intern](#).

2. **A compensation program must be assigned and approved.** Employees in an [Trainee/Intern](#) Program may receive no more than 95% of the minimum of the approved pay range for the class. The maximum salary for employees in an [Trainee/Intern](#) Program, after increases have been awarded, shall not exceed 95% of the midrange of the approved pay range of the classification. [Trainee/Intern](#) Programs shall specify the method of payment. For example, a detailed salary plan may be developed which provides for progressively increasing wages payable upon completion of various phases of the training or, the salary plan may simply provide that employees in [Trainee/Intern](#) Programs shall receive a certain percentage of the minimum of the range or rate of the class. In the latter instance, all employees in the same [Trainee/Intern](#) Program shall be paid at the same rate. Multiple rates may be paid to [Trainee/Interns](#) in the same program only when the compensation program so provides.
3. **A pre-employment selection process shall be described.** Pre-employment selections shall identify an individual's overall potential to perform the duties and assume the responsibilities of the class of work after adequate training.

Application Guidelines for Submitting [Trainee/Intern](#) Program Requests

All required information, as listed below, must be submitted in order for the [Trainee/Intern](#) Appointment request to be considered. **Form 2.6a, Request to establish Apprenticeship/[Trainee/Intern](#) Program,** should be utilized to submit these requests. All of the required [Trainee/Intern](#) Program elements are contained in this form and include:

- a. **Program Duration:** Programs shall be designed to provide the necessary amount of training in the shortest period of time. The duration of [Trainee/Intern](#) Programs may be based upon the time required to fulfill the minimum acceptable qualifications for the class.

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(d))

- b. Pre-employment Selection: The bases by which the employees are selected to participate in the TraineeIntern Program shall be described.
- c. Program Elements: Training shall include those elements which will permit the employee, upon the completion of the program, to perform at a level of competence comparable to that of any candidate originally employed in the classification.
- d. Standards of Progress/Assessment: Standards shall be developed to measure the employee's progress at defined stages of the program to determine continuance in and completion of the program. Such evaluations shall be objective, shall be discussed with the employee at the time of each evaluation, and shall directly relate to the elements covered during that phase of the training.
- e. Termination Provisions: Section 250 of the Illinois Administrative Code (80 Ill. Adm. Code §250) **does not** require the termination of employees in TraineeInterns Programs prior to the layoff of status employees. If desired, such provisions shall be incorporated in the program.
- f. Compensation Plan: A detailed salary plan for employees selected to participate in TraineeIntern Programs must be provided.

TraineeIntern Program Revisions –

TraineeIntern Programs are to be reviewed whenever class specifications are revised or within 5 years of the original approved/effective date of the TraineeIntern Program. A new **Form 2.6a, Request to Establish Apprentice/TraineeIntern Program**, must be submitted and approved for this purpose. All approved TraineeIntern Programs on file with the University System office will periodically be reviewed for compliance with the above guidelines.

Section 2 – Nonstatus Appointments

(Reference section 110 ILCS 70/36s of the Act)

2.9 SUPPORTED EMPLOYEES PROGRAM

Background

PA 87-346 was enacted on 9/9/91, and added Sec. 36s to our Act (Act) (110 ILCS 70/36s) charging the Merit Board with developing and implementing a Supported Employment Program. Supported employment is described as competitive work in integrated work settings for individuals with severe handicaps for whom competitive employment has not traditionally occurred, or for whom it has been interrupted or intermittent as a result of a severe disability and who needs on-going support services to perform such work. Participation in the program is to be based on the assumption that with support, adaptation, or both, a job can be designed to take advantage of the supported employee's special strengths.

A supported employee is described as an individual who has one or more physical or mental disability which seriously limits functional capacities, including, but not limited to, mobility, communication, self-care, self-direction, work tolerance or work skills, in terms of *employability as defined, determined and certified by the Department of Human Services (DHS)*.

Sec. 36s(d) of the Act (110 ILCS 70/36s(d)) provides for the establishment of "job classifications for supported employees who may be appointed into the classifications without open competitive testing requirements" for not less than 3 or more than 12 months.

Procedures

Employers desiring to participate in the Supported Employees Program should contact their local DHS office and request that candidates certified as eligible for supported employment be referred for consideration. *Inasmuch as supported employees are to be appointed without open competitive testing, ~~Trainee-Intern~~ Appointments are to be utilized for these placements. In this regard, the entry level of any promotional line, or any single class not a part of any promotional line may be considered an "entry class" for purposes of using ~~Trainee-Intern~~ Appointments for supported employee placements only.* As a part of the process in finalizing the individual's appointment, a **Form 2.6a, Request to Establish Apprentice/~~Trainee-Intern~~ Program** should be completed which describes the type and amount of training to be made available to the individual. Upon approval of the request, the appointment process may be finalized.

Section 36s(f) of the Act (110 ILCS 70/36s(f)) requires the Merit Board to submit an Annual Report to the General Assembly regarding the employment progress of supported employees. Accordingly, DERs shall submit a copy of **Form 2.9a, Monthly Supported Employee Program Report** to the University System office within 10 working days following the end of each month.

Section 2 – Nonstatus Appointments

2.10 NOTICE OF EMPLOYMENT

The University System office shall be notified when a candidate is employed by a Provisional Appointment, Apprentice Appointment, and ~~Trainee-Intern~~ Appointment, or whenever there is ANY change in the employment status except a change in rate of pay. The University System office need not be notified when Temporary, Extra Help, or Student Appointments are made.

Information necessary for University System records is shown on the ***Form 2.10a, Notice of Employment for New Employees.***

State Universities Civil Service System

NOTICE OF EMPLOYMENT FOR NEW EMPLOYEES

<u>Employment Record</u>		
<input type="radio"/> New Employee	<input type="radio"/> Former Employee	<input type="radio"/> Transfer

Date Prepared_____

Name of Employee_____

Position Classification_____

Department_____

CS Position Number _____	<input type="radio"/> New	<input type="radio"/> Reclassification
	<input type="radio"/> Existing	<input type="radio"/> Reallocation
	<input type="radio"/> Change-in-Title _____	Policy Number _____

Effective Date_____

Percent of Time_____ Salary_____

Type of Appointment	<input type="radio"/> Certified	<input type="radio"/> Apprentice	<input type="radio"/> Temporary
	<input type="radio"/> Provisional	<input type="radio"/> Trainee Intern	
	<input type="radio"/> Contract	<input type="radio"/> Extra Help	

Employment under the above conditions will continue until further notice, subject to the State Universities Civil Service Act (110 ILCS 70) and section 250 of the Illinois Administrative Code (80 Ill. Adm. Code §250) governing the State Universities Civil Service System.

Designated Employer Representative

Section 4 – Specialized Positions

(80 Ill. Adm. Code §250.60(d)(9))

4.5 OTHER PROCEDURAL IMPLICATIONS

- a. Positions for which specialty factors have been approved shall be reviewed in accordance with Section 2.2 of the Classification Procedures Manual, at least once every three years, to insure that such specialized requirements continue to exist.
- b. A request for a specialty factor will not be authorized in instances that will lead to the displacement of an incumbent from their current position.
- c. Individuals employed with a defined area of specialization cannot be displaced in the layoff process by someone who does not possess the defined area of specialization.
- d. Through the utilization of specialty factors in the standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the certifications or specializations possessed by the employee at the time of layoff. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access through the reemployment register to any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his lay-off and is not affected by any specialization or certifications received after the date of lay-off.

Section 4 – Other Employment Transactions

(Reference 80 Ill. Adm. Code §250.110(b))

4.6 LEAVE OF ABSENCE ~~AFTER 30 CALENDAR DAYS IN NON-PAY STATUS~~

- a. Authorized Leave of Absence Without Pay – An Authorized Leave of Absence Without Pay (i.e., for personal convenience) is the only leave which is granted at the discretion of the [eEmployer](#). It is recommended that such leave be granted with right to return to a position in the class.
 1. Issue Leave of Absence form by transmitting one copy to the employee and notify the [University](#) System Office. See *Example 4.6a*.
 2. Enter appropriate information in employment records.
 3. Upon return from leave, issue a new notice of employment to the employee and notify the [University](#) System Office. Indicate on the notice "Return from Leave of Absence".
 4. If an employee resigns while on leave, indicate on resignation that employee did not return from leave and also the effective date of resignation. Notify the [University](#) System Office.
 5. A leave is granted upon the condition that the employee shall return to duty at its expiration. Failure to return on that date is cause for discharge.
 6. Seniority concerning rights while on Leave – See Section 6.2.
- b. Disability Leave – If an employee exhausts the sick leave benefits, granted by the [eEmployer](#), and continues to be disabled, issue Leave of Absence form by transmitting one copy to the employee and notify the [University](#) System Office. See *Example 4.6a*.
 1. Enter appropriate information in employment records.
 2. Upon return from leave, issue a new notice of employment to the employee and notify the [University](#) System Office. Indicate on the notice "Return from Disability Leave".
 3. If an employee resigns while on leave, indicate on resignation that employee did not return from leave and also the effective date of resignation. Notify the [University](#) System Office.
 4. A leave is granted upon the condition that the employee shall return to duty at its expiration. Failure to return on that date is cause for discharge.

Section 4 – Other Employment Transactions

(Reference 80 Ill. Adm. Code §250.110(b))

~~4.5.~~ Seniority concerning rights while on Leave – See Section 6.2.

c. Military Service Leave

1. Issue Leave of Absence form by transmitting one copy to the employee and notify the [University](#) System Office. See *Example 4.6a*.
2. Enter appropriate information in employment records.
3. Upon return from leave, issue a new notice of employment to the employee and notify the [University](#) System Office. Indicate on the notice "Return from Military Leave".
4. If an employee resigns while on leave, indicate on resignation that employee did not return from leave and also the effective date of resignation. Notify the [University](#) System Office.
5. A leave is granted upon the condition that the employee shall return to duty at its expiration. Failure to return on that date is cause for discharge.

~~2.6.~~ Seniority concerning rights while on Leave – See Section 6.2.

d. Probationary Period Leave – Leave of Absence from a class shall be granted for the duration of the probationary period when an employee's position is reallocated or reclassified or when the employee accepts a new position. If the employee does not pass the new probationary period, he/she shall have the right to return to a position in the former class.

1. It is not necessary to complete Leave of Absence forms.
2. A leave is granted upon the condition that the employee shall return to duty at its expiration should the employee fail to pass the new probationary period. Failure to return on that date is cause for discharge.

3. Seniority concerning rights while on Leave – See Section 6.2.

e. Disciplinary Suspension Leave – An employee shall be granted a leave when placed on Disciplinary Suspension or on Suspension Pending Discharge. This protects the employee's retirement and insurance interests. *It is not necessary to notify the [University](#) System Office on leaves granted for Disciplinary Suspension.*

Section 4 – Other Employment Transactions

(Reference 80 Ill. Adm. Code §250.110(de) and §250.110(ef and h))

4.7 LAYOFF

A layoff is a stoppage of work, required by management, because of reduction in the amount of work, discontinuance of a particular kind of work, lack of available funds, lack of available space for the execution of work planned, interruptions caused by unfavorable weather, an emergency or catastrophic situation.

Layoff order is determined first by status and then by service and seniority. In cases of identical service or seniority, an employee with a lower examination score shall be laid off first. If tie scores exist, the person with the least amount of years of service at the place of employment shall be laid off first. If identical years of service appear, the person with the latest date of application for the examination for the class subject to layoff shall be laid off first. Employees shall be laid off by class in the following order:

- a. Employees on Temporary Appointments. (*terminate*)
- b. Employees on temporary upgrading assignments. (*terminate*)
- c. Provisional employees. (*terminate*)
- d. Employees serving probationary period.
- e. Status employees.

If an employee is subject to layoff and has not completed a probationary period in any class at the place of employment, complete the following steps:

- a. Notify the employee in writing of the pending action. Place a copy in the employee's file for historical tracking. (Not necessarily the formal Layoff Notice form.)
- b. Offer the employee the position of the employee who has the least amount of service in the class.
- c. If the employee has the least amount of service of any other employee in the class, place the employee on official layoff by issuing the Layoff Notice form (when such layoff will exceed 30 consecutive work days) and distribute copies as required. **Notify the System Office.** See Example 4.7a.

Section 4 – Other Employment Transactions

(Reference 80 Ill. Adm. Code §250.110(de) and §250.110(ef and h))

- d. Place an employee on the Restoral register for the class in which the employee has accrued service (Original Entry or Promotional register as appropriate), indicating total service within the class as earned up to date of layoff. In cases where layoffs are made by lesser units in accordance with Merit Board approval, indicate proper designation of lesser unit. (The Employer may accomplish this through use of seniority list.)
- e. Enter appropriate information in employment records.
- f. Issue a new notice of employment upon return to work in the class from which laid off, indicating "Return from Layoff". **Notify the System Office.**

If an employee in a probationary period is subject to layoff and has completed a probationary period in a prior class, complete the following steps:

- a. Notify the employee in writing of the pending action at least 30 calendar days in advance of the effective date of layoff. Note: the effective date of layoff may be extended (or delayed) up to 15 calendar days at a time without the need to give the employee another layoff notice. However, the employee should receive written notification of each such extension which shall include the new effective date of layoff. Place a copy in the employee's file for historical tracking. (Not necessarily the formal Layoff Notice form.)
- b. If a vacant position in the employee's job classification exists, offer the position to the employee.
- c. If a vacant position does not exist, offer the employee the position of the employee who has the least amount of service in the class.
- d. If the employee has the least amount of service of any employee in the class, place the employee on the Restoral register for that class with accumulated service and offer the employee the position of the employee who has the least amount of service or seniority in the next lower level in the promotional line, if the employee has more seniority in that class.
- e. If the employee has the least amount of service and/or seniority in the next lower class in the promotional line, continue the process for the remaining classes (by ranked levels in descending order) in the promotional line.
- f. If the employee has the least amount of service and/or seniority of any other employee in the promotional line, place the employee on official layoff by issuing the Layoff Notice form

Section 4 – Other Employment Transactions

(Reference 80 Ill. Adm. Code §250.110(de) and §250.110(ef and h))

(when such layoff will exceed 30 consecutive work days) and distribute copies as required.
Notify the System Office. See *Example 4.7a*.

- g. Place the employee on the Restoral or Reemployment register for all classes in which the employee has accrued service and/or seniority (Original Entry or Promotional registers as appropriate) indicating total seniority or service within the class as earned up to date of layoff. In cases where layoffs are made by lesser units in accordance with Merit Board approval, indicate proper designation of lesser unit. (The Employer may accomplish this through use of a seniority list.)
- h. Enter appropriate information in employment records.
- i. Issue a new notice of employment to employee upon return to work in the class from which laid off, indicating "Return from Layoff". **Notify the System Office.**

If an employee is subject to layoff and has completed a probationary period in the class prior to layoff, complete the following steps:

- a. Notify the employee in writing of the pending action at least 30 calendar days in advance of the effective date of layoff. Note: the effective date of layoff may be extended (or delayed) up to 15 calendar days at a time without the need to give the employee another layoff notice. However, the employee should receive written notification of each such extension which shall include the new effective date of layoff. Place a copy in the employee's file for historical tracking. (Not necessarily the formal Layoff Notice form.)
- b. If a vacant position in the employee's job classification exists, offer the position to the employee.
- c. If a vacant position does not exist, offer the laid off employee the position of the least senior employee in the class.
- d. If the employee is the least senior, place the employee on the Reemployment register with accumulated seniority and offer the employee the position of the least senior employee in the next lower class in the promotional line, if the employee has more seniority (i.e., is not the least senior) in that class.
- e. If the employee is the least senior in the next lower class in the promotional line, continue the process for the remaining classes (by ranked level in descending order) in the promotional line and place on Reemployment register.

Section 4 – Other Employment Transactions

(Reference 80 Ill. Adm. Code §250.110(de) and §250.110(ef and h))

- f. If the employee is least senior for *all* classes in the promotional line, and if the employee has served in one or more promotional lines or classes, the retreat path shall be in descending order and reversing the chronological employment history, starting with the current (or most recent) promotional line first. After moving through the current promotional line, then the employee would move to next promotional line, working their way down.

Example: Employee Jones has the following chronological employment history.

1/1/80 - 12/31/83 Typing Clerk I*
1/1/84 - 12/31/84 Secretary II
1/1/85 - 12/31/91 Secretary III
1/1/92 - 12/31/93 Chief Clerk
1/1/94 - 12/31/95 Administrative Clerk
1/1/95 - date of layoff Administrative Assistant I

If Employee Jones has more seniority than the least senior Administrative Clerk, Jones would "bump" that employee. If not and if Jones has more seniority than the least senior Staff Clerk, Jones "bumps" that employee. If not and if Jones has more seniority than the least senior Chief Clerk, Jones "bumps" that employee, etc., down the Clerk promotional line. If not, and if Jones has more seniority than the least senior Secretary III, Jones "bumps" that employee, etc. down the Secretary promotional line (Jones would "bump" downward in the Clerk and Secretary promotional lines even though Jones has not actually served in all the classifications, i.e., Staff Clerk, Clerk, Clerical Assistant* or Secretary I, in accordance with Civil Service Rule 250.120(e)).*

**Typing Clerk Series merged into Clerk Series, effective 9/5/00.*

If an employee cannot exercise any of the possible bumping rights or be placed in another position as outlined above:

- a. Issue a Layoff Notice and distribute copies as required. **Notify the System Office.** See Example 4.7a.
- b. Enter appropriate information in employment records.
- c. Issue a new notice of employment to employee upon return to work in the class from which laid off, indicating "Return from Layoff". **Notify the System Office.**

Section 4 – Other Employment Transactions

(Reference 80 Ill. Adm. Code §250.110(de) and §250.110(ef and h))

If an employee chooses not to exercise bumping rights obtain a signed statement from the employee indicating such and place the employee on the appropriate register. The employee may refuse two additional offers of employment in the class and then shall be removed from the Reemployment or Restoral register.

If an employee resigns while on layoff, indicate on resignation that employee did not return from layoff and give the effective date of resignation. **Notify the System Office.**

Retention of pay of an employee who has exercised bumping rights.

- a. When laid off employee accepts a position in the same class (through bumping rights), the salary of the laid off employee shall be unaffected.
- b. If a laid off employee's salary exceeds the maximum of the range of the class in which the employee accepts a position as a result of exercising bumping rights, the laid off employee's new salary shall not exceed the rate of the maximum range for the new class.

Layoff of employees in less than 100%-time appointments: In regard to the "bumping" of and/or by employees in positions of less than 100%-time, the following example is given:

EXAMPLE:

Seniority List for Class Z

Employee A
Employee B
Employee C
Employee D
Employee E
Employee F

If C's position is 100%-time and is subject to deletion due to lack of funds or other reasons and F's position is 75%-time, then C may bump E (least senior in 100% position). E may then bump F.

F may then exercise bumping rights in other classes.

NOTE: Should employees choose not to exercise their bumping rights they shall be placed on the Reemployment register.

Section 4 – Other Employment Transactions

(Reference 80 Ill. Adm. Code §250.110(de) and §250.110(ef and h))

No available employee shall be on the Reemployment register who has greater seniority than an employee working in the same class or in lower classes in which the employee has accrued seniority, unless the employee has chosen not to exercise bumping rights and has provided a signed statement to the Employer indicating so.

At the point an employee who is on disability leave becomes subject to layoff, the employee shall be placed on layoff. When recalled from layoff, the employee may return to duty or disability leave status. Since employees on disability leave accrue seniority, the disability leave is interrupted to prevent unfair accumulation or seniority to pass other employees on the seniority list.

Note on Specialization and Bumping: Individuals employed with a defined area of specialization cannot be displaced in the layoff process by someone who does not possess the defined area of specialization.

Request for Student Appointment Exception

Definition: Section 250.70(e)(3) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.70(e)(3)) defines a student employee as one who is registered for course work at an institution served by the University System for at least one-half of the normal course load, as established by the institution, of a regularly enrolled full-time student. Section 250.70(e)(3) of the Code allows for an exception to be granted by the Executive Director if the student is enrolled for less than half-time for a semester when sufficient cause is shown. See ~~section 2.9 of the Employment and Separation~~ section 5.1 of the Exemption Procedures Manual, Student Appointments.

Please provide the following information (please print):

Student's Name _____

Institution Requesting Exception _____

Employment Location _____

Semester of appointment (fall, spring, summer) _____

Current hours enrolled _____ Date of anticipated graduation _____

Has student received any previous exceptions? Please list. _____

Justification for exception _____

Submitted by: _____
(Designated Employer Representative)

Date: _____

☐ Approved ☐ Denied

Executive Director, or designee

Date

Note: Attach any supporting documentation.

Send completed form to: **STATE UNIVERSITIES CIVIL SERVICE SYSTEM, 1717 Philo Road, Suite 24, Urbana, IL 61802-6099**

Example 5.4a

SCHEMATIC NARRATIVE OF DISCHARGE PROCEDURES

1. Employer initiates preliminary proceedings to discharge (by request of Supervisor)
↓
2. Employer notifies employee in writing of proposal to discharge with specific charges in sufficient detail to advise the employee of nature of conduct on which proposed charges are to be based. Employee may be placed on excused leave, with pay, if presence on the job might constitute a considerable risk of injury to life or property.
↓
3. (A) If requested by the employee, the employer shall convene a conference within 3 work days of service of the notice of proposal to discharge; (B) Or employee may respond in writing within 3 work days of service of notice of proposal to discharge; or (C) Both A and B.
↓
4. Within 7 work days following compliance with A, B, or C, employer makes decision to rescind notice of proposal to discharge (with possible implementation of lesser disciplinary measures) or to proceed with discharge.
↓
5. If employer decides to discharge, proceedings before the Merit Board are initiated by service of Written Charges for Discharge and, if employee's presence on the job might constitute substantial risk or injury to life or property, or might cause a disruptive effect on operations, a Suspension Notice Pending Discharge. Written Charges to the Merit Board must be accompanied with a certification that all procedures set forth in Civil Service Rule 250.110(fe)(1) have been followed and there has been full compliance with options elected by employee; or a statement that employee did not respond in any way to the notice of proposal to discharge.
↓
6. After receipt of Written Charges for Discharge, the employee has right to make a written request for a Hearing to the Secretary for the Merit Board (within 15 calendar days of personal service or mailing of the Written Charges for Discharge).
↓
7. Hearing scheduled -- in no case beyond 45 calendar days -- with a goal of a maximum of no more than 3 hearing days for completion.
↓
8. Transcript filed with Secretary for the Merit Board as soon as possible, and after duplication by the Employer, copies furnished to Hearing Officer.
↓
9. "Findings of Fact" of Hearing Officer are filed with Secretary for the Merit Board within 15 calendar days after receipt of official transcript unless time is extended by Director for good cause shown.
↓
10. Hearing Record is certified to parties of record with an opportunity to respond within 14 calendar days of date of postmark of notice of certification.
↓
11. During all previous steps an employee may resign at which time all proceedings are rescinded and records expunged.
↓
12. Chair of the Merit Board and Director have the authority to extend time period with the exception of the 15-day Statute period for requesting a Hearing or the 45-day Statutory period within which a Hearing must be commenced.
↓
13. At expiration of 14-day period in step 10, Certified Hearing Record, as

Section 5 – Separation Procedures

(Reference 80 Ill. Adm. Code §250.110(~~fg~~))

5.4 INITIATION OF DISCHARGE ACTION~~ACTUAL ACT OF DISCHARGE~~

A. -The ~~e~~Employer begins preparation for actual discharge proceedings against an employee by drafting written charges. The charges will specifically state the cause(s) justifying discharge. The employer is advised to have legal counsel prepare the statement of written charges. Once complete, the charges must be filed with the Merit Board. The written charges must be accompanied by either:

- 1). a statement certifying ~~with a certification~~ that all procedures set forth in the Act and Code Statute and Rules have been followed and that there has been full compliance with any options elected thereunder by the employee; or
- 2). a statement that the employee has not responded in any way to the ~~e~~Employer's notification of intent to discharge.

~~A.B.~~ -The ~~e~~Employer shall use the Written Charges for Discharge ~~F~~form. See Form Example 5.3b. -At least four original sets of the form shall be prepared. ~~See Example 5.3b.~~ The four sets are distributed as follows:

- 1). The first original form is served on the employee in one of two ways:

- a. by personal service – indicate the exact hour and date of the service, and include the name of a witness to the service, if any, on the copy that is given to the employee. This information shall be posted to all other copies before they are distributed; ~~or, or~~
- b. by certified mail – to the last known address of the employee. Indicate the date and the place ~~from which the form was mailed~~ of mailing on this copy. This information shall be posted to ~~the original and all other copies~~ all original sets of the form before they are distributed. Please ensure that the date on the Written Charges for Discharge Fform under the “Proof of Service on Employee” section is the same date as the date of mailing. In other words, i.e. the date on the USPS or other delivery system tracking form, must be the same date as that on is in possession of the discharge paperwork and written on the tracking form. Please note that simply sending discharge paperwork through campus mail is not the same as submitting it directly to the USPS.

- 2). The second original is sent to the Secretary for the Merit Board, along with the employer's certification or statement. When certified mail is the employer's chosen form of service to the employee, ~~and the employee has not responded as~~ outlined in ~~(1b)~~ above, the employer will also send to the Secretary for the Merit Board a copy of

Section 5 – Separation Procedures

(Reference 80 Ill. Adm. Code §250.110(~~f~~g))

the certified mail tracking form ~~with a statement as outlined in (b) above~~, including the actual tracking number.

3). ~~One A~~ Another copy original form shall be retained by ~~for~~ the eEmployer.

4). ~~d. One A copy~~ The final original form shall be sent to ~~for~~ the eEmployer's legal counsel.

~~NOTE: See Example 5.4a.~~

~~The effective date of the discharge shall be:~~

◆ ~~on the 15th calendar day following the personal service of the written charges, or~~

◆ ~~on the 15th calendar day following the date of the postmark of the certified mail service of the written charges;~~

C. Date of Discharge Action~~Hearing Request.~~

The effective date of the discharge shall be on the 15th calendar day following the personal service or certified mail date on the Written Charges for Discharge Fform, "Proof of Service on Employee" section; ~~unless~~ Unless the employee makes ~~or serves~~ a written request for a Hearing to the Merit Board within the during this 15 calendar day period.

If the employee requests a Hearing, and the Merit Board upholds the ~~discharge is approved~~, the effective date of discharge shall be the date of the Order by the Merit Board unless otherwise expressly stated in the final Decision and Order of the Merit Board.

~~B.D.~~ Other Implications

During the 15-calendar day period following the date of service of Written Charges for Discharge, no action is taken by the eEmployer or by the University System unless the employee:

• a. ~~_____~~ tenders a resignation, or

• b. ~~_____~~ makes or serves a written request to the Merit Board for a Hearing.

If an employee resigns after having been served with Written Charges for Discharge, the University System Office shall be notified immediately. A resignation must be accepted by the

EMPLOYMENT AND SEPARATION PROCEDURES MANUAL
State Universities Civil Service System

Section 5 – Separation Procedures

(Reference 80 Ill. Adm. Code §250.110(~~fg~~))

employer, ~~and it~~ which then causes all discharge proceedings to be terminated ~~stopped~~ as of the date the resignation is submitted and accepted. ~~resignation is submitted~~

Example 5.4a

supplemented, forwarded to the members of the Merit Board for consideration.



14. Upon review of total Record, Merit Board orders Discharge or Reinstatement of employee with no loss of compensation.

Section 5 – Separation Procedures

(Reference 80 Ill. Adm. Code §250.110(~~fe~~))

5.5 DISCHARGE HEARING

If an employee makes a written request for a Hearing to the Secretary of the Merit Board within the 15-day period, the University System Office shall notify the ~~eE~~Employer that a request for a Hearing has been made and the University System shall schedule a Hearing to be conducted within the 45-day Statutory requirement, as outlined in the Code.

A neutral and unbiased Hearing Officer or Hearing Board will be selected from a panel approved by the Merit Board. The Hearing is convened by and conducted under the direct responsibility and control of the Executive Director, or the Executive Director's authorized representative.

The ~~eE~~Employer is requested to provide a room for the conduct of the Hearing, and an area where witnesses may wait. The ~~eE~~Employer engages the services of a court reporter to record the proceedings of the Hearing, and collect all exhibits entered as evidence. -

Discovery

Prior to the hearing, each party must provide ~~the other party~~ a list of proposed witnesses and any documentation ~~the party proposes to be offered~~ in its case-in-chief. ~~Each~~The party must ~~also~~ file a copy of this information with the Secretary for the Merit Board, and the opposing party, prior to the hearing.

All University System employers and employees are subject to the Personnel Record Review Act, 820 ILCS 40. 820 ILCS 40/4 statesays, "Personnel record information which was not included in the personnel record but should have been as required by this Act shall not be used by an employer in a ... quasi-judicial proceeding. However, personnel record information which, in the opinion of the ... hearing officer in a quasi-judicial proceeding, was not intentionally excluded from the personnel record may be used by the employer in the proceeding if the employee agrees or has been given a reasonable time to review the information. Material which should have been included in the personnel record shall be used at the request of the employee."

Transcript

The ~~eE~~Employer pays all expenses incident to the preparation of the Transcript of Evidence. When the Transcript has been completed by the court reporter, the certified original and one electronic original, along with the original exhibits, copy are sent directly to the Secretary for the Merit Board.

~~The Secretary for the Merit Board will forward the copy of the Transcript, with exhibits offered and admitted, to the Employer for duplication in a quantity to meet the needs of the Merit Board.~~

Section 5 – Separation Procedures

(Reference 80 Ill. Adm. Code §250.110(~~fe~~))

~~TCopies of~~ the Transcript ~~isare then~~ forwarded to the Hearing Officer, ~~along with all exhibits~~, for the purpose of preparing ~~the~~ Findings of Fact. When ~~the~~ Findings of Fact have been received by the Secretary for the Merit Board, the Written Charges for Discharge, Suspension Notice Pending Discharge (if issued), employee's request for a Hearing, Transcript of Evidence, ~~Exhibits, and~~ Findings of Fact, ~~and other material~~ will be certified by the ~~Executive~~ Director as the official Hearing Record.

The Secretary for the Merit Board forwards, by certified mail ~~or FedEx~~, to all parties of record in the proceeding (1) a notice that the Hearing Record has been certified and (2) a copy of the Findings of Fact that ~~hasave~~ been certified as part of the Hearing Record. All objections to the form or content of the Hearing Record, briefs, abstracts, or excerpts from the Hearing Record, arguments, motions, or recommendations, relating to the proceedings or the Hearing Record, or requests for further hearing or for permission to supplement further the Hearing Record by other evidence must be filed with the Secretary for the Merit Board within 14 calendar days from the date of the postmark of the certified mail notice that the Hearing Record has been certified, with proof of service thereon on all parties.

No answer or reply briefs and arguments will be permitted unless expressly authorized by the Merit Board or its Chair~~person. P-and~~ personal appearances before the Merit Board on any matter relating to a particular discharge proceeding will be granted only by express consent and prior Order of the Merit Board after due notice to all parties.

Merit Board Decision

~~Requests for a rehearing, or for a reconsideration of a Merit Board Order or Decision, shall not extend any appeal period for administrative review, except by express order of the Merit Board.~~

~~The Merit Board, after reviewing the Hearing Record, shall enter and file its final Decision and Order in the matter, and the Secretary for the Merit Board shall transmit copies of the Decision and Order to the parties of record. - Following are the typical decisions rendered by the Merit Board in these matters:~~

a. Discharge by the Merit Board

If the Merit Board orders that the employee shall be ~~discharged separated~~ from the service ~~of his/her of the~~ Employer, this fact and the effective date of the discharge shall be entered on the Civil Service employment records.

b. Reinstatement by the Merit Board

If the Merit Board orders that the employee shall be ~~reinstated returned~~ to employment in a position of the class, without loss of compensation, no entry relating to Written Charges for Discharge and Suspension Notice Pending Discharge (if issued) shall be made on the Civil Service employment records. The ~~e~~Employer shall immediately take whatever steps are

Section 5 – Separation Procedures

(Reference 80 Ill. Adm. Code §250.110(fe))

necessary to compensate the employee for time lost from work because of the Suspension Pending Discharge, as ordered by the Merit Board.

c. Reinstatement with 60-day Suspension by the Merit Board

If the Merit Board orders that the employee shall be reinstated to employment with a 60-day suspension in a position of the class, the employer shall immediately take whatever steps are necessary to compensate the employee for any time other than the 60-day suspension, as ordered by the Merit Board.

Please be reminded that the Merit Board has discretion to determine the appropriate disposition in these discharge cases on a case-by-case basis. Again, the Merit Board's decision ~~is~~ final. ~~Once a final administrative~~~~administrative~~ decision has been rendered by the Merit Board in ~~these~~ discharge cases, any appeal must be made through the courts within a designated timeframe, in accordance with the Administrative Review Law.

Section 5 – Position Control

5.5 POSITION CONTROL RECORD INFORMATION REQUIREMENTS

Employers shall report the following information to the University System Office —

- a. **INDIVIDUAL REPORTS AFFECTING EMPLOYEES**, due immediately following their issuance, are required for the following transactions: layoff, demotion, dismissal, discharge, disciplinary suspension, and suspension pending discharge.
- b. **MONTHLY REPORTS**, due no later than 10 working days following the last working day of each month, shall include the following information:
 1. Number of Resignations during the month.
 2. Number of Other Separations:
 - i) Retirement
 - ii) Death
 - iii) Inability to Return from Leave
- c. **QUARTERLY REPORTS** shall be due no later than 15 working days following the last working day of each quarter (September, December, March, and June), and shall include the following information for all classes in use listed in accordance with the Index of Classes:
 1. **Position Control**
 - i) Class Spec. Code Number – Class Title – Occupational Area – Rate Type (R, N, P, and E)
 - ii) Position Number – Employee Name – Date of Appointment – Organizational location.
 - iii) If applicable, indicate the following additional employee information:
 - A) Percent time of appointment if less than 100%
 - B) If employee is on leave or layoff more than 30 consecutive work days
 - C) If position is vacant
 - iv) Class Totals
 - v) Number of occupied positions
 2. **Occupational Area**
 - i. Number of employees by ethnic and gender within each occupational area (see Example 5.5a).
- d. **EMPLOYEES SERVED CHART** shall be due no later than 10 working days following the last working day of each quarter (September, December, March, and June), and shall include the following information for both state funded and non-state funded positions as reflected on the last working day of each quarter (see Examples 5.5b for the Instructions and Form 5.5c for the Reporting Form):
 - ◆ Number of Status Employees;
 - ◆ Number of Intern Learner, Trainee, and Apprentice Employees;
 - ◆ Number of Temporary Employees;

Section 5 – Position Control

- ◆ Number of Extra Help Employees;
- ◆ Number of Provisional Employees; and
- ◆ Number of Student Employees

Section 6 – Service and Seniority

(Reference 80 Ill. Adm. Code §250.90)

6.1 PROBATIONARY PERIOD

The probationary period is considered the final element in the pre-employment examination process. The probationary period is therefore a time for the employer to observe and assess the skills and progress of an employee. The probationary period need not mean actual hours of work on the job. ~~It is~~ computed on the basis of calendar time and begins on the date of assignment to the duties of the civil service position ~~duty~~ and expires at the close of business on the last working day of the defined probationary timeframe. The probationary period may be extended by a comparable amount of time for the following reasons:

- a. a paid or period, unless it has been interrupted by an unpaid leave of absence that exceeds more than five consecutive work days;
- b. a layoff of any duration; ~~or~~
- c. a suspension of any duration; or, in which case a comparable amount of time shall be added to the probationary period.
- d. a designated off-site training period, provided the Executive Director has approved the off-site training for such an extension.

Employers may send probationary employees to off-site training session as determined by the employer. However, the probationary period may only be extended for those off-site training programs that have been approved by the Executive Director as a training that justifies extending the probationary period. In order to gain approval for an off-site training which will lead to the extension of the probationary period, employers must submit a completed request to the Executive Director. Please use Form 6.1a when making such a request. The Executive Director's approval or denial only applies to the extension of the probationary period. It is not intended to justify or evaluate whether the employer may require the training.

The probationary period is not affected by the percentage time which the employee works. That is, the probationary period of a three-quarters time or half-time employee is completed in the same length of calendar time as is the probationary period of a full-time employee.

Employees appointed, after certification, on the basis of score, from Original Entry register or Promotional register, are on probation for the time determined for the class (six or twelve months). Employees appointed, after certification, on the basis of service, from an Original Entry register or Promotional register, are on probation for the balance of time necessary to complete the defined probationary period for that class.

NOTE: Upon accepting a Status Appointment, former Provisional ~~and Intern~~ , Learner, and Trainee employees begin a probationary period.

Employees who have completed their Apprentices program are not required to take an examination nor serve a probationary period.

Section 6 – Service and Seniority

(Reference 80 Ill. Adm. Code §250.90)

The right to complete a probationary period is not present if employment is interrupted by a resignation or a dismissal.

An employee who has completed a probationary period in a class shall be eligible to transfer in the same class to another place of employment. Such transferred employee is not required to serve another probationary period in that class for the new ~~e~~Employer. See Chapter on Other Employment Transactions.

An employee who has completed a probationary period and who resigns or is separated in good standing may, within ~~one year~~~~six months~~, request restoration to the Original Entry register in accordance with ~~section Civil Service Rule 250.60(jk)(5 & 6) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.60(j))~~. An employee, if subsequently employed in the same class, or in a lower class in the promotional line, if acceptable to the ~~e~~Employer, is not required to serve an additional probationary period.

An employee who is in a position which is reclassified or reallocated shall be required to serve a probationary period in the new class, unless such reclassification or reallocation is the result of an approved Change-in-Title.

An employee who has completed a probationary period in a class who is transferred in accordance with ~~S~~section 250.100(c)(1) of the Code (80 Ill. Adm. Code §250.100(c)(1)) from one place of employment to a position of the same class in another place of employment within the same institution or agency is not required to serve an additional probationary period in the new place of employment.

An employee who has not completed a probationary period in a class and is transferred, upon request, to another place of employment within the University System in accordance with ~~s~~Section 250.100(c)(3) of the Code (80 Ill. Adm. Code §250.100(c)(3)) must serve a full probationary period at the new place of employment. See Chapter on Other Employment Transactions.

An employee, granted a leave for military service prior to the completion of a probationary period, shall be required to satisfactorily complete the remainder of the probationary period upon return.

An employee who has failed to demonstrate the ability and qualifications necessary to furnish satisfactory service may be dismissed at any time during the probationary period.

Candidates employed from a Reemployment register do NOT serve a new probationary period.

Section 6 – Service and Seniority

(Reference 80 Ill. Adm. Code §250.90)

A Provisional employee shall begin a probationary period upon passing the exam and accepting a Status Appointment.

Probationary Period Extension Request – Off-site Training Requirement

Definition: Section 250.90(b)(2) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.90(b)(2)) describes the length of the probationary period. Section 250.90(b)(2) of the Code mandates an extension of the probationary period under specified conditions. One circumstance when the probationary period shall be extended is when the Executive Director approves a designated off-site formalized training which justifies such an extension. See section 6.1 of the Employment Procedures Manual, Probationary Period.

Please provide the following information (please print):

Request for (Check one) : ☐ Individual Employee
☐ Entire Classification

Employee Name (if applicable) _____

Classification _____

Standard Length of Probationary Period (per class specification) (Check one): ☐ 6 or ☐ 12 months

Institution Requesting Extension _____

Place of Employment _____

Name and location of off- site training _____

Length of off-site training _____ Requested Extension Period (number of days) _____

Justification for extension, including training's relevance to employment:

Submitted by: _____ Date: _____
(Designated Employer Representative)

☐ Approved ☐ Denied

Executive Director, or designee

Date

Note: Attach any supporting documentation.

Send completed form to: **STATE UNIVERSITIES CIVIL SERVICE SYSTEM, 1717 Philo Road, Suite 24, Urbana, IL 61802-6099**

Section 18 – Security of Examination Materials

18.2 Security and Confidentiality of Examination Process

The highest possible standards of security and confidentiality are required throughout the entire examination process. Therefore prior to the start of any civil service examination, applicants shall be notified of the security and confidentiality obligations referenced in Section 37 of the State Universities Civil Service Act (110 ILCS 70/37). For those applicants taking a paper exam, the Human Resources office staff at the testing location shall provide this notice. For those applicants taking an electronic exam, the computerized exam program will display the following notice and require the applicant to acknowledge the obligations under the Act, and the consequences of any violation, before the examination starts:

Section 37 of the State Universities Civil Service Act (Act)(110 ILCS 70/37) states, in part:

“No person or officer shall willfully or corruptly, by himself, or in cooperation with one or more persons, defeat, deceive, or obstruct any person in respect to his or her right of examination hereunder; or corruptly or falsely mark, grade, estimate, or report upon the examination or proper standing of any person examined hereunder or aid in so doing; or willfully or corruptly make any false representation concerning the same or concerning the person examined; or willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, or to be examined, being appointed, employed or promoted....”

Please understand that the exam you are about to take is considered highly confidential and must remain secure. This exam, including all of the questions, answers, and any other testing components or protocols, shall remain confidential at all times. Any breach of confidentiality or security of this exam, or the exam process, by using false information, impersonating a candidate, communicating test material during the examination or by using any deceptive method of cheating is considered a violation of the Act. Possessing, disclosing, transmitting, reconstructing or reproducing any confidential material contained in this exam is also considered a violation of the Act. Any violation of the Act has severe employment and criminal consequences.

Except for materials specifically and explicitly authorized by the test monitor, you may not bring anything into the testing room, or remove anything from the testing center. Any device or material which may be used to secure confidential testing information, or which may be used to improve your final test score or reduce the final score of anyone else, is strictly prohibited. If you have any questions about this, or observe anyone violating these requirements, please contact the test monitor immediately.

STATE UNIVERSITIES CIVIL SERVICES SYSTEM
FOR OFFICE USE ONLY - Monitor use pencil to fill in applicable information.

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APPLICANT'S

SIGNATURE

CLASS TITLE

TEST SECTION A

NOTE: This answer sheet is numbered left to right.

SAMPLE MARKING OF TRUE - FALSE QUESTIONS:

GENERAL INSTRUCTIONS
Use pencil only. Erase all changed answers completely. Darken only one box for each question. Note examples on how to mark your answer below.

SAMPLE MARKING OF MULTIPLE-CHOICE QUESTIONS:

1. The largest city in Illinois is:

A. Birmingham, B. Cairo, C. Chicago, D. Peoria

Darken Box A if true

Darken Box B if false

1. A B C D

2. A B C D

3. A B C D

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